

Roles and Responsibilities of Board and Staff

The Board Chair

- Leads the Foundation in fulfilling its mission
- Ensures that the Board carries out its duties with respect to oversight and fiscal responsibility and attends to Board development
- Encourages and supports all Board members to be actively involved in the work and guidance of the Foundation
- Ensures that the Foundation remains open to new ideas from within its Board and from its wider constituency
- Reviews the organizational structure of the Foundation
- Leads and represents the Board in the hiring and firing of the Executive Director
- Provides ongoing policy guidance and support for the Executive Director and other staff
- Serves as an active member of the Policy Committee
- Sets the agenda for Board meetings, in consultation with the President, the Executive Director, and other Board members
- Provides general direction and oversight to Foundation communications and writes an annual Letter from the Chair
- Represents the Foundation at conferences and events

The President

- Oversees the management of the Foundation's assets, in accordance with policies and recommendations of the Board and its Committees, legal requirements, and professional standards
- Reviews and recommends to the Board the annual operating budget of the Foundation
- Ensures that the decisions of the Board and its committees are implemented effectively
- Convenes and chairs semiannual Board meetings

- Serves on the Finance Committee
- Conducts an annual performance review of the Executive Director

The Executive Director

- Executes the mission of the Foundation as directed by the Board of Directors
- Assumes fiscal responsibility for the activities of the Foundation
- Manages and administers the Foundation's grantmaking and non-grantmaking activities, assuring compliance with legal requirements, Board policies, and professional standards
- Assists grantees and potential grantees at their request, when appropriate.
- Staffs and supports all the Committees of the Board, providing Board members with information needed to make decisions
- Supports the members of the Board in their philanthropic interests and encourages their involvement in Foundation activities
- Is responsible for having an effective internal and external communications strategy
- Stays abreast of developments in early childhood and in the field of philanthropy, and keeps the Board and its Committees appropriately informed
- Collaborates with funders and other colleagues in order to achieve the goals and objectives of the Board
- Represents the Foundation at conferences and other public events
- Recruits, supervises staff, conducts annual reviews, and sets compensation levels