

WHO IS RESPONSIBLE – THE BOARD OR THE DIRECTOR?

Guidelines for Councils on Aging – according to federal and state law, and Governor’s Office of
Elderly Affairs Policies and Procedures

<u>ACTION</u>	<u>BOARD</u>	<u>ADMINISTRATOR</u>
Long – term goals (more than one year)	Approves	Recommends and provides input
Short-term goals	Monitors	Establishes and carries out
Day-to-day operations	No role	Makes all management decisions
Budget	Approves	Develops and recommends
Capital purchases	Approves	Processes requests
Decisions on building, renovations, leasing, expansions, etc.	Makes decisions, assumes responsibility	Recommends (can sign contracts if given authority)
Supply purchases	Establishes policy and budget	Purchases according to board policy and maintains an audit trail
Major repairs	Approves	Obtains estimates and prepares recommendation
Minor repairs	Establishes policy on amount to be spent without board approval	Authorizes repairs up to prearranged amount

ACTION

BOARD

ADMINISTRATOR

Emergency repairs

Works with director

Notifies board chairperson and acts with concurrence

Cleaning and maintenance

No role

Sets up schedule

Fees

Adopts policy

Develops fee schedules

Billing, credit, collections

Adopts policy

Proposes policy, implements

Hiring of staff

No role

Approves all hiring

Staff deployment/assignment

No role

Establishes

Firing of staff

No role

Makes final termination decisions

Staff grievances

No role (unless staff appeals)

The grievances stop at the director, unless staff appeals

Personnel policies

Adopts

Recommends and administers

Staff salaries

Allocates line item for salaries in budget

Approves salaries with recommendations from supervisory staff

Staff evaluation

Evaluates only the director

Evaluates other staff