

Shared Leadership Grid

Who IS responsible right now?

| Duties of Watershed Organizations | Board members | Mostly Board members | Equally shared | Mostly Staff | Staff | Who is the lead person or committee on this? |
|---|---------------|----------------------|----------------|--------------|-------|--|
| <i>Governance</i> | | | | | | |
| <ul style="list-style-type: none"> • Recommend organization policies, procedures or actions | | | | | | |
| <ul style="list-style-type: none"> • Prepare Board meeting minutes & agendas | | | | | | |
| <ul style="list-style-type: none"> • Facilitate Board meetings | | | | | | |
| <ul style="list-style-type: none"> • Initiate committee meetings | | | | | | |
| <ul style="list-style-type: none"> • Recruit and nominate new Board members | | | | | | |
| <ul style="list-style-type: none"> • Orient and train Board members | | | | | | |
| <i>Finance</i> | | | | | | |
| <ul style="list-style-type: none"> • Determine and monitor annual budget | | | | | | |
| <ul style="list-style-type: none"> • Fiscal management and reporting | | | | | | |
| <ul style="list-style-type: none"> • Database management and recordkeeping | | | | | | |
| <i>Fundraising</i> | | | | | | |
| <ul style="list-style-type: none"> • Develop annual fundraising plan | | | | | | |
| <ul style="list-style-type: none"> • Research and write grant proposals | | | | | | |
| <ul style="list-style-type: none"> • Conduct other fundraising activities | | | | | | |
| <i>Program Implementation</i> | | | | | | |
| <ul style="list-style-type: none"> • Set annual program work plan and internal priorities | | | | | | |
| <ul style="list-style-type: none"> • Evaluate program progress | | | | | | |
| <ul style="list-style-type: none"> • Recruit and coordinate volunteers | | | | | | |
| <i>Outreach & Communications</i> | | | | | | |
| <ul style="list-style-type: none"> • Represent the organization in public | | | | | | |
| <ul style="list-style-type: none"> • Conduct outreach activities (e.g. public presentations, newsletters and websites) | | | | | | |
| <ul style="list-style-type: none"> • Plan and conduct watershed events such as float trips, tours, hikes, etc. | | | | | | |