



## Governance and Operations Exercise – Answer Key

For the tasks listed below, circle the appropriate role; whether the task falls into the category of Governance or Operations.

Gov	Shared	<u>Ops</u>	1. Has the final decision on specific increments and the salaries for the staff.
Gov	Shared	<u>Ops</u>	2. Directs the process of planning.
Gov	<u>Shared</u>	Ops	3. Provides input to the long range plans.
<u>Gov</u>	Shared	Ops	4. Approves the long range plan.
Gov	Shared	<u>Ops</u>	5. Formulates annual objectives.
<u>Gov</u>	Shared	Ops	6. Approves annual objectives.
Gov	Shared	<u>Ops</u>	7. Prepares performance reports of the achievement of goals and objectives.
Gov	<u>Shared</u>	Ops	8. Monitors the achievement of goals and objectives.
Gov	Shared	<u>Ops</u>	9. Conducts surveys of the community and/or constituents.
Gov	Shared	<u>Ops</u>	10. Determines fees.
Gov	Shared	<u>Ops</u>	11. Plans program schedules.
Gov	Shared	<u>Ops</u>	12. Provides learning opportunities for volunteer.
<u>Gov</u>	Shared	Ops	13. Provides policy to reflect sound utilization of resources and ensures the health and well-being of the membership.
<u>Gov</u>	Shared	Ops	14. Develops fund raising strategies to generate necessary income to support programs.
Gov	Shared	<u>Ops</u>	15. Recruits, develops, places, reassigns, and releases operational volunteers and employed staff.
Gov	Shared	<u>Ops</u>	16. Maintains program records: prepare program reports.
Gov	Shared	<u>Ops</u>	17. Prepares preliminary budget.
<u>Gov</u>	Shared	Ops	18. Finalizes and approves the budget.
Gov	Shared	<u>Ops</u>	19. Maintains expenditures within the budget during the year.

Gov	<u>Shared</u>	Ops	20. Solicits contributions in corporate support and/or capital campaigns.
<u>Gov</u>	Shared	Ops	21. Ensures that donor contributions are used wisely.
Gov	<u>Shared</u>	Ops	22. Acquires, holds, develops, manages and/or disposes of real and personal property.
Gov	Shared	<u>Ops</u>	23. Orders and supervises the handling of buildings, materials, tools and supplies.
<u>Gov</u>	Shared	Ops	24. Evaluates the board's performance.
Gov	<u>Shared</u>	Ops	25. Ensures financial controls are in place and being monitored.
Gov	Shared	<u>Ops</u>	26. Ensures appropriate financial records are maintained.
<u>Gov</u>	Shared	Ops	27. Has primary fiduciary responsibilities and can be held liable for failing to exercise control of that area of responsibility.
<u>Gov</u>	Shared	Ops	28. Ensures effective, efficient and uninterrupted management of the council.
Gov	Shared	<u>Ops</u>	29. Employs and directs the work of the staff.
Gov	Shared	<u>Ops</u>	30. Conducts performance reviews of the staff.
Gov	<u>Shared</u>	Ops	31. Interpret Girl Scouts to the community.
<u>Gov</u>	Shared	Ops	32. Ensures compliance with the GSUSA charter requirements.
<u>Gov</u>	Shared	Ops	33. Safeguards the council's not-for-profit status.
<u>Gov</u>	Shared	Ops	34. Appoints board committee members.
<u>Gov</u>	Shared	Ops	35. Abstain from any action that might lead to or be perceived as a conflict of interest.
Gov	<u>Shared</u>	Ops	36. Plan the agenda for all board meetings.
Gov	<u>Shared</u>	Ops	37. Plan and propose committee organization.
<u>Gov</u>	Shared	Ops	38. Sign legal documents.
<u>Gov</u>	Shared	Ops	39. Follow up to ensure implementation of board and committee decisions.