

NWNW Authority Matrix

Category	Area	Item	Tasks Include	Timing	Board	President	Executive Committee	Executive Director
Finance	Budget	Annual budget	Approving or amending annual budget	Yearly + as-needed	Responsible		Advises	Advises
Finance	Budget	Unbudgeted expenses	Approving additional expenses not in the annual budget	As-needed	Responsible		Advises	Advises
Finance	Budget	Procurement of goods or services	Within budget limits. The board has not set a limit requiring board approval.	As-needed			Advises	Responsible
Finance	Policies	Fiscal policies	Setting and maintaining financial policies	As-needed	Advises		Responsible	Advises
Finance	Budget	Outgoing grants	Approving program budget and grant distribution	Yearly	Responsible			Advises
Finance	Admin	Outgoing grants	Recruiting grant committee and	Yearly				Responsible

			managing grant distribution					
Finance	Admin	Day-to-day management	Managing daily expenses, bills, payments, and other fiscal activity	Daily	Advises	Advises		Responsible
Contracts	Budget	Core grant funding	Reviewing and approving Civic Life Agreement	Yearly	Responsible		Advises	Advises
Contracts	Budget	Other grant funding	Approving other funding opportunities.	As-needed	Responsible		Advises	Advises
Contracts	Admin	Business Contracts	Entering into business contracts as required for operations and special contracts as advised by the EC	As-needed			Advises	Responsible
HR	Admin	Hire/fire staff	Hiring, disciplining, and firing of staff	As-needed			Advises	Responsible
HR	Admin	Hire/fire executive director	Hiring, disciplining, and firing of executive	As-needed	Responsible			

			director					
HR	Admin	Staff management	Supervising and supporting staff, including internal workflow	Daily			Advises	Responsible
HR	Admin	Executive director management	Communicating and collaborating with director	Weekly		Responsible	Advises	
HR	Admin	Staff assignments	Assigning duties to staff, including programming and daily tasks	Ongoing				Responsible
HR	Admin	Professional development	Providing internal + external professional development opportunities	As-needed				Responsible
HR	Policy	Personnel policies and handbook	Updating and upholding personnel policies outlined in staff handbook	Yearly + as-needed	Responsible			Advises
HR	Budget	Compensation and benefits	Outlining and approving staff compensation and benefits	Yearly	Responsible			Advises

Organization	Policy	NWNW Work Plan	Informed by NA & Coalition Activity and Grant Funding Requirements. Approved by the board and included in the Civic Life Grant Agreement	Yearly + as-needed	Responsible	Advises	Advises	Advises
Organization	Policy	NWNW Spokesperson	Serving as spokesperson for NWNW per board approved actions and policies	As-needed	Advises	Responsible		
Organization	Board	Board Meeting Agenda	Setting board meeting agenda and upholding in in meetings	Monthly	Advises	Responsible	Advises	Advises
Organization	Board	Board information	Providing information for policy and decision making	As-needed	Responsible			Advises
Organization	Policy	Board Duties and Responsibilities	Updating and upholding board duties and responsibilities	Annual	Responsible			Advises
Organization	Board	Board Professional	Providing both	Yearly +	Responsible			Advises

		Development	onboarding and ongoing training for board members	as-needed				
Organization	Budget	Fundraising & Development	Seeking grants and donations outside of yearly OCCL grant	As-needed	Responsible		Advises	Advises
Organization	Admin	Risk Management & Legal	Assessing and renewing of insurance policies	Yearly + as-needed	Responsible		Advises	Advises