

NWNW Authority Matrix Draft 2022 02 02

	Category	Area	Item	Tasks Include	Timing		Board	President	An Executive Committee	Executive Director
1	Finance	Budget	Annual Budget	Approve or amend	Annual or as needed		Responsible		Advises	Advises
2	Finance	Budget	Unbudgeted Expenses	Approve individual expenses not in annual budget	As needed		Responsible		Advises (Discretion up to \$1K)	Advises
3	Finance	Budget	Procurement of Services	Within Budget Limits	As needed				Advises	Responsible
4	Finance	Policy	Financial Policies	Setting and Maintaining Financial Policies	As needed		Responsible		Advises	Advises
5	Finance	Budget	Outgoing Grants	Approve Program Budget and Grant Distribution	Annual		Responsible			Advises
6	Finance	Admin	Outgoing Grants	Recruit Grant Committee, Manage Grant Process	Annual		Advises			Responsible
7	Finance	Admin	Day to Day Management	Manage Daily Expenses, Bills, Payments and other fiscal activity	Ongoing				Advises	Responsible
8	Contracts	Budget	Core Incoming Grant Funding	Review and Approve Civic Life Agreement	Annual		Responsible		Advises	Advises
9	Contracts	Budget	Other Incoming Grant Funding	Approve Applications for other Funding	As needed		Responsible		Advises	Advises

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10	Contracts	Admin	Business Contracts	Enter into business contracts as required for operations; Special Contracts as advised by E.C.	As needed				Advises	Responsible
11	HR	Admin	Hire, Fire Staff	Hire, discipline and fire staff	As needed				Advises	Responsible
12	HR	Admin	Hire, Fire Executive Director	Hire, discipline and fire Executive Director	As needed		Responsible			
13	HR	Admin	Staff Management	Supervise and support staff, internal workflow	Ongoing				Advises	Responsible
14	HR	Admin	Board Liaison with Executive Director	Communicate and Collaborate with Executive Director	Weekly		Advises	Responsible	Advises	
15	HR	Admin	Executive Director Management	Board sets Workplan, E.C. Supervises E.D. implementation	As needed		Advises	Advises	Responsible	
16	HR	Admin	Staff Assignments	Assign Duties to Staff, including programming and daily tasks	Ongoing					Responsible

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17	HR	Admin	Professional Development	Provide internal and external professional development opportunities						Responsible
18	HR	Policy	Personnel Policies and Handbook	Update and uphold policies in Employee Handbook	Annual and as needed		Responsible		Advises	Advises
19	HR	Budget	Compensation and Benefits	Outline and Approve staff compensation and benefits	Annual		Responsible			Advises
20	Organization	Policy	Organizational Goals	Define NWNW Goals	Annual		Responsible			
21	Organization	Policy	NWNW Work Plan	Informed by Grant Funding Requirements, NA and Coalition Goals Approved by the Board and included in the Civic Life Grant Agreement	Annual and As needed		Responsible			Advises
22	Organization	Policy	NWNW Spokesperson	Serves as spokesperson for NWNW per Board approved actions and Policies	As needed		Advises	Responsible		

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23	Organization	Board	Board Meeting Agenda	Sets Board Meeting Agenda	Monthly		Advises	Responsible	Advises	Advises
24	Organization	Board	Board Information	Research information for policy and decision-making	As needed		Responsible		Advises	Advises
25	Organization	Policy	Board Duties and Responsibilities	Update and Uphold Board Duties and Responsibilities	Annual and as needed		Responsible			Advises
26	Organization	Board	Board Professional Development	Onboarding and ongoing training for board members	Semi-annual and as needed		Advises			Responsible
27	Organization	Budget	Fundraising and Development	Seek Grants and Donations outside annual Grant	As needed		Responsible		Advises	Advises
28	Organization	Admin	Risk Management	Assess and Renew Insurance Policies	Annual and as needed		Advises		Advises	Responsible
29	Organization	Admin	Legal	Decision to Hire Legal Counsel	As needed		Responsible		Advises	Advises
30	Organization	Admin	Legal	Identify and Hire Legal Counsel	As directed		Advises		Advises	Responsible