

Executive Director Roles and Responsibilities

The roles and responsibilities of Yellowstone Country Assistance Network's Executive Director include, but are not limited to the following:

President (Executive Director), subject to the control, advice and consent of the Board of Directors, the President shall, in general, supervise and conduct the activities and operations of the corporation, shall keep the Board of Directors fully informed and shall freely consult with them concerning the activities of the corporation, and shall see that all orders and resolutions of the Board are carried into effect. Where appropriate, the Board of Directors shall place the President in their employment. The President shall be empowered to act, speak for, or otherwise represent the corporation between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies adopted by the Board. The President is authorized to contract, receive, deposit, disburse, and account for funds of the corporation; to execute in the name of the corporation all contracts and other documents authorized either generally or specifically by the Board to be executed by the corporation; and to negotiate all material business transactions of the corporation.

- Assist the Board in:
 - Achieving their goals and objectives.
 - Facilitating the annual CSBG/IS survey process.
 - Developing and implementing the Board's CSBG program activities.
 - Preparing board agenda for meetings.
- Enter monthly expenditures to the State CSBG office.
- Enter annually the CSBG/IS Surveys from the sub-grantees and YCAN into a combined Park County Report and submit to State CSBG office.
- The Board of Directors will conduct a performance review of the Executive Director in September/October of each calendar year. The report will be part of the October annual meeting.

Board Fiscal Policies and Procedures and Compliance

The YCAN Executive Director is responsible for the day to day operations of the CSBG Grant administration in Park County. The Yellowstone Country Assistance Network's Board is responsible for oversight of the program. The Board will be responsible for implementing and monitoring fiscal controls and assuring that federal compliance is met. These fiscal controls and compliance are applicable to the Tripartite Board and the sub-recipients who are receiving CSBG grant funds. The Yellowstone Country Assistance Network certifies that it will comply with the OMB Cost and Accounting Standards as found in the Wyoming Department of Health, Community Services Block Grant (CSBG) Program and State Management Plan.

Annual Budget

The Yellowstone Country Assistance Network operates on an annual budget that anticipates and reflects program need and resources for realizing our goals.

- The Board of Directors approves the budget at an annual meeting usually associated with the CSBG application process.
- The Board of Directors compares the budget with actual income and expenditures during their quarterly meetings as a means of measuring going forward.

Fiscal Records

- Project Accounting System – Accounts for all financial transactions including receipts, disbursements, accounts payable, accounts receivable, and payroll, and is in accordance with all accepted standards and practices in the field.