Exhibit B: Executive Director Essential Functions Inventory

Executive Director Function		Possible Back-Ups		
Α.	A. Board Development/Communication:			
	Scheduling meetings and distributing agendas and materials.	243 / 3990d F		
	Sending out meeting notes.	20.00		
	Regular email and telephone communication with board			
	members.	Life Insurances		
	Reporting to the board during board meetings.	Catter Base		
	Assisting board members in identifying an Acting or Interim	TOGGREEN HILIODOLE		
	Director.	Finance Last		
	Other:			
В.	Organization Communications/Public Relations:	31834.747		
	Press releases.			
	Newsletters (print and electronic).	and the second s		
	Notifying board members and advisory committee members.	and hatches and noitage Social FT		
	Notifying stakeholders: funders, purchase of service payors.			
	Who will accept calls from outside parties who call the ED	erl Journal of the Characterist Control Inc		
	and do not know about the transition?	het Toronou www.i Irrameroniyh.k. Townsok		
	Who will assume responsibility for the ED's email,	3		
	voicemail and snail mail?			
	Other:			
C.	Fund Development:			
	Fund development planning: implementing a calendar of			
	organization funders with timelines and tasks.			
	Grant writing and proposal writing.			
	Reporting to funders: writing, submitting, etc.			
	Special events planning and implementation.			
	Individual donor appeals.			
	Coordinating communication with funders on transition			
	issues.			
	Other:			
D.	Fiscal Oversight:			
	Accounts receivable and accounts payable.			
	Petty cash administration.			
	Check signing/authorizing purchases.			
	Organization budget oversight (monthly).			
	Communication with outside accountants and auditors.			
	Other:			
E.	Personnel Management and Supervision:			
	Weekly communication/meetings of the management team.			
	Reviewing and approving payroll.			
	Addressing benefit questions and issues.			

Executive Director Function		Possible Back-Ups
	Hiring and training new staff.	The state of the s
	Addressing employee performance problems (including	
	termination).	Job A nonincrement: Lucrim Executive
	Mentoring supervisory and management staff.	
	Coordinating communication with staff on transition issues.	Organization Description
	Other:	* Missons, purpose, iocoming yest.
F.	Compliance Mandates:	* Target population
	EEOC compliance: (administration and oversight).	re land ban roghod groteredo indirate
	Compliance with federal and state licenses (annual renewals,	- 400,706 phone #
	audits, etc.).	
	Compliance with county and city licenses: (building codes,	constant to an absentance (cause)
	etc.)	Board development: Service and a se
	Other:	
G.	Contract Management:	
	Public funding sources: federal, state, etc.	- Mussion viales
	Private funding source.	
	Other:	A Speller of anythin
H.	Vendor Oversight:	
	Accountants and auditors.	a Drown and Associated
	Grant writers.	
	Insurance underwriters.	sestalanam manifemati's
	Building repair and maintenance.	
	Security.	fundesseem (18000)
	Other:	
I. Volunteer Coordination:		
	Recruiting and training.	* Public relations:
	Supervising, delegating and communicating.	
	Overseeing advisory committees.	 Volunteer countingston.
	Other:	
		the state of the second of the