

Executive Director Vacation Coverage Matrix

Vacation Coverage Summary

Program Director: Community and constituent response management, day-to-day administration, facilities and operational continuity, routine communications and stakeholder updates.

Board Chair: Overall executive oversight and emergency decision-maker.

Bookkeeper: Financial processing, budget monitoring, and vendor payments.

Treasurer: Financial approvals for unbudgeted expenses

Decision Authority Levels

Level	Description	Action
A	Routine operational decision	Staff may proceed
B	Significant operational impact	Consult designated lead before proceeding
C	Financial, legal, personnel, or reputational risk	Escalate to Board Chair
D	Emergency	Contact Board Chair immediately

Roles & Responsibilities

Function	Primary Lead	Backup Lead	Authority While ED Is Away	Escalate If
Daily Operations	Program Director	Designee	Manage routine operations and workflow	Service disruption or major issue
Staff Supervision	Supervisor(s)	Board Chair if needed	Handle routine employee questions and scheduling	Performance, disciplinary, or HR concerns
Community & Neighborhood Inquiries	Program Director	Designee(s)	Respond to routine requests and complaints	Media attention or political sensitivity
Board Communications	Board Chair	Vice Chair	Receive updates and communicate urgent matters	Decision requires board action
Financial Approvals	Bookkeeper	Treasurer	Approve expenditures within approved budget limits	Unbudgeted expense or contract commitment

Accounts Payable	Bookkeeper	Treasurer	Process routine payments	Payment exceeds authorization limit
Grants & Contracts	Program Director	Designee(s)	Continue approved work and reporting	New contractual obligation
Communications & Media	Program Director	Communications Chair	Routine posts and stakeholder updates	Media interviews, controversy, crisis response
Vendor Management	Program Director	Board Chair	Resolve routine vendor issues	Contract amendments or disputes
Technology & Facilities	Program Director	Designated Vendor	Address operational issues	Security breach or facility closure
Government & Partner Relations	Program Director	Board Chair	Attend routine meetings and provide updates	Major policy or funding issue

Financial Authority

Action	Responsible Party	Approval Limit
--------	-------------------	----------------

Routine purchases	Bookkeeper	Up to \$5,000
Budgeted expenses	Bookkeeper	Up to \$5,000
Contract execution	Not authorized	Board Chair approval required
Unbudgeted expenditures	Treasurer	Review required
Payroll	Treasurer	Continue per standard process. Any final paycheck notice should include bookkeeper immediately.

Issues Requiring Board Chair Notification

Notify the Board Chair immediately if any of the following occur:

- Employee disciplinary matter
 - Threatened legal action
 - Significant public complaint
 - Serious injury or safety incident
 - Major program interruption
 - Data/security breach
 - Expenditure exceeding authorized limits
 - Media inquiry regarding controversy or organizational position
 - Any situation likely to impact organizational reputation
-

Communication Expectations

Situation	Notification Requirement
Routine operational matters	No notification needed
Significant project delay	Email designated lead

Staff issue	Notify supervisor and Board Chair if serious
Financial issue	Notify Bookkeeper and Treasurer
Emergency	Phone call to Board Chair immediately
