**Responsibilities of the Interim EO – Tool #3**  
Outline the key functions for the position.

1. Define interim EO key responsibilities. The interim EO is appointed by the BON / agency to fulfill executive duties until the position is filled or until the EO returns, if the vacancy is temporary.
   1. Outline the key interim responsibilities below. Examples of key activities are outlined. You can edit, update or add responsibilities as necessary.
      1. Serve, with integrity and strength, as the organization’s primary leader, representative and spokes- person to the greater community.
      2. Support the BON/agency, including preparing executive reports and attending board and committee meetings.
      3. Lead the management team.
      4. Participate in the recruitment and selection for directly supervised staff.
      5. Manage initiatives related to organizational capacity, sustainability and strategic plan.
         * Maintain accountability for current year operating budget and financial performance.
         * Establish, maintain and cultivate relationships with stakeholders.
      6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Outline authority and restrictions of appointed interim EO. The person appointed as interim EO shall have the full authority for decision making and independent action outlined above, except for the following which must be approved by the BON/agency:
      1. All financial decisions over (insert dollar amount here).
      2. Issues that may negatively impact the BON.
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Determine appropriate compensation for the interim EO.