

# Sample Temporary Staffing Strategy



Practical, provocative, food for thought for nonprofits

Use as a guideline in case of emergency.

Key Functions	Responsible Party	Requirements
<b>Leadership and Vision</b>	Board Chair with Associate Director	<p>Planning Document for the list and timeline of planning documents to support organization operations</p> <p>Administrative Team Calendar for a schedule of activities that supports a high performing organization</p>
<b>Board Administration &amp; Support</b>	Associate Director with Officer Manager	Board & Board Council Calendars for the schedule of activities, including routine reports for risk mitigation, human resources, financial reviews, and budget planning
<b>Financial Management</b>	Chief Financial Officer with Board Treasurer	
<b>Human Resources</b>	Chief Financial Officer with Director of Human Resources	Consult with Governance Council (as needed)
<b>Programs &amp; Services</b>	Associate Director with support of Program Leadership Team	
<b>Community &amp; Public Relations</b>	Director of Development & Communications	Consult with Development & Communications Council (as needed)
<b>Spokesperson</b>	Board Chair and/or his or her designee	
<b>Community Representative</b>	Associate Director	Review list of Stakeholder Groups to assure representation as needed