EQUILIBRIA STRATEGIES

TOOLS FOR YOUR WORK

Board & Staff Decision Guide

Choose a recurring decision. Use your board-approved roles and delegation policies to clarify authority and follow-through.

Organization / team

Date

1. Make the responsibilities explicit.

Decision	Who decides?	Whose input is needed?	Who follows through?

2. What needs agreement about authority, information, or timing?

3. Record the agreement and the date you will check how it works.