



# YES FOR EARLY SUCCESS COOPERATIVE

## CEO Task Tracking Sheet

**POSITION:** CHIEF EXECUTIVE OFFICER (CEO)

**REPORTING TO:** BOARD OF DIRECTORS

**NAME:** \_\_\_\_\_

**REVIEW PERIOD:** \_\_\_\_\_

### MONTHLY TASKS

Task	Status	Notes
Review and manage organizational cash flow and forecasting	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Meet with executive leadership (COO & CFO) for operational updates	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Ensure compliance with DCYF Statement of Work	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Monitor DCYF required contractor deliverables	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Engage with key stakeholders, funders, and policymakers	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Review financial updates and grant performance metrics with CFO	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	

### QUARTERLY TASKS

Task	Status	Notes
Submit financial and program reports to Board of Directors	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Conduct performance evaluations of executive team	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Oversee DCYF contract compliance and deliverables tracking	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	



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Task	Status	Notes
Approve strategic initiatives and policy recommendations	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Monitor statewide cooperative site performance	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Meet with DCYF representatives to review contract expectations	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	

### ANNUAL TASKS

Task	Status	Notes
Submit financial and program reports to Board of Directors	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Conduct performance evaluations of executive team	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Oversee DCYF contract compliance and deliverables tracking	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Approve strategic initiatives and policy recommendations	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Monitor statewide cooperative site performance	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Meet with DCYF representatives to review contract expectations	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	



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**NAME:** \_\_\_\_\_

**REVIEW PERIOD:** \_\_\_\_\_

### SECTION 1: GENERAL COMPLIANCE

Task	Status	Notes
Adherence to cooperative's mission and Liberatory Design principles	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Implementation of strategic goals approved by the Board	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Oversight of executive leadership team (COO & CFO)	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Execution of operational strategies and statewide program management	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	

### SECTION 2: FINANCIAL & GRANT COMPLIANCE

Task	Status	Notes
Compliance Area	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Adherence to DCYF Statement of Work	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Monitoring and reporting of DCYF required contractor deliverables	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Budget alignment with funding allocations and sustainability goals	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Grant planning, implementation, and reporting	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Financial oversight and collaboration with CFO	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	



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### SECTION 3: PROGRAMMATIC & WORKFORCE COMPLIANCE

Task	Status	Notes
Compliance Area	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Staff professional development and leadership capacity building	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Performance evaluations for executive leadership and program staff	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Compliance with cooperative policies, procedures, and governance	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Collaboration with state agencies and advocacy partners	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	
Ensuring equitable access to cooperative programs	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	

- List any identified compliance violations: \_\_\_\_\_
- Corrective action plan: \_\_\_\_\_
- Deadline for corrective action: \_\_\_\_\_

### SIGNATURES

CHIEF EXECUTIVE OFFICER (CEO): \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED BY (BOARD CHAIR): \_\_\_\_\_

DATE: \_\_\_\_\_