(Worksheet #17.1 from *Mastering the Management Buckets*, by John Pearson)

**Prime Responsibility Chart**

**Clarify Responsibilities, Task Ownership and Approval Requirements**

Eliminate all fuzzy roles—and identify a point person for every task.

**SAMPLE ONLY** (not prescriptive for your organization)

**P** = Prime Responsibility  
**A** = Assistant Responsibility  
**AP**  = Approval Required

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| **Tasks and Responsibilities** | **Board** | **Executive**  **Committee** | **CEO** | **COO** | **CFO** | **Program**  **Director** |
| **PERSONNEL** |  |  |  |  |  |  |
| 1) Hire and fire the CEO | AP | P |  |  |  |  |
| 2) Hire and fire other senior leaders |  |  | P |  |  |  |
| 3) Staff handbook annual review |  |  | AP | P | A |  |
| **FINANCE & ACCOUNTING** |  |  |  |  |  |  |
| 1) Annual budget | AP |  | A | A | P | A |
| 2) Quarterly financial reports | AP |  |  |  | P |  |
| 3) Annual audit | AP | P |  |  | A |  |
| 4) Non-budgeted expenditures under $5,000 |  |  |  |  | AP |  |
| **STRATEGIC PLAN** |  |  |  |  |  |  |
| 1) Rolling 3-Year Strategic Plan Update | AP | AP | P | A | A | A |
| 2) Mission, Vision, BHAG, and Core Values | AP |  | P |  |  |  |
| 3) CEO Annual S.M.A.R.T. Goals/Dashboards | AP | A | P |  |  |  |
| *Add additional categories and tasks below:* |  |  |  |  |  |  |
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Update this chart whenever the board edits the policy. Example: Version 6.0 (Oct. 3, 2016)

|  |  |
| --- | --- |
|  | ***Read Chapter 17 in The Operations Bucket***  **Prime Responsibility Chart**  Clarify Responsibilities, Task Ownership  and Approval Requirements |

**Worksheet #17.1 from *Mastering the Management Buckets*, by John Pearson**

[**http://managementbuckets.com/operations-bucket**](http://managementbuckets.com/operations-bucket)

Eliminate all fuzzy roles—and identify a point person for every task.

The Prime Responsibility Chart has been a critical best practice in my operations tool kit for over 30 years. Bill Benke introduced it to me when he served on my board at SAMBICA in Bellevue, Wash. Benke used a version of this chart when he was a strategic business analysis executive with Boeing.

The chart is simple and straightforward and can be changed at any time—literally at any or every meeting. Just update the chart with “Version 7.0” and the current date and then email to every board member—and have available for reference at every board meeting.

The most important principle: only one person has “Prime Responsibility” (P) for a task or responsibility.

In the absence of a Board Policies Manual (BPM—see Tab 2—this one- or two-page chart is an excellent way to clarify board and staff roles.

NOTES: