Prime Responsibility Chart Template

XYZ ORGANIZATION

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

ROLES AND RESPONSIBILITIES

	BOARD	Executive Director	VP/CFO	DEPT. HEADS
PERSONNEL:				
Hire and fire top leader	P			
Hire and fire senior leaders		P		
Hire and fire middle management		AP	P	
Hire and fire staff			AP	
Annual update: employee handbook	AP	A	P	A
PLANNING:				
Mission, vision, values	A	P	S	S
Rolling 3-year plan annual update	A	P	S	S
Executive Director's annual goals	A	P	S	S
Department heads annual goals		A	A	P
FINANCE:				
Annual budget	A	S	P	S
Quarterly financial reports			P	
Annual audit	A		P	
Non-budgeted expenditures over $_____		A	P	S

ROLES AND RESPONSIBILITIES				
	BOARD	Executive Director	VP/CFO	DEPT. HEADS
ADD CATEGORIES, ROLES, AND RESPONSIBILITIES AS NEEDED:				

Only one person has prime responsibility. In the absence of a Board Policies Manual (see Tool #17), this chart clarifies board and staff roles. Update regularly (e.g., Version 3.0 – 4/15/2021).