

RESPONSIBILITY CHARTING FOR DECISION-MAKING

To use the rubric below, consider a decision to be made (using a hypothetical decision from the sheet provided or insert one of your own.)

Then ask:

Who has the approval-level authority for this decision?

Who has the responsibility to carry out the decision?

Who would be consulted for input before the decision is made?

Who would need to be informed of the decision's outcome?

Who wouldn't be involved at all?

(A = Approval)

(R = Responsible)

(C = Consulted)

(I = Informed)

(0 = Not applicable)

(? = Don't know.)

The decisions to...	Board Officers		Board Mem	Board Cttee	Whole Board	Head	Parent	Fac/ Staff	Alums	Meeting	Other
	Clerk	Treas.									
Admit a student											
Change the math curriculum											
Revise the mission of school											
Approve the budget											
Launch a capital campaign for endowment											
Increase annual giving by 10%											
Change the contracts for maintenance of property											
Change investment policy											
Hire new faculty from search committee recs											

Adapted from the Center for Applied Research, 1997

For the full Responsibility Charting Exercise, see *Governance Handbook for Friends Schools*, Second Edition. Prepared by Irene McHenry, PhD. And Ginny Christensen, Ed.D., Friends Council on Education, 2010.