Task Responsibility Matrix

❁ Primary Responsibility ▲ Communications/Needs to Know
❍ Secondary Responsibility

Responsibility Area	Bob	Mike	Lee	Jeff	Anna	Jetty	Donna	Brd. Dir.	Other
Administration									
Payroll	❁		▲					❍	
Benefits	❍	▲	❁	▲	▲	▲	▲	❍	
Office Systems	❍	❍	❁			❁	▲		
Computer Programs	❍	▲	❁			❍	❍		
Courses									
Update Mailing List			❍			❁	❁		
Select Course Offerings	❁	❁	❁			▲	▲		
Approve Course Content	❁	❁	❍			▲			
Prepare Brochures	❍	❍	❍		❁	▲			
Prepare Mailing			▲			❁	❍		
Hotel Arrangements	▲	▲	❁			▲	▲		
Order Materials	▲	▲	❁			❍	▲		
Register People			▲		▲	❁	❍		
Copy Materials					▲	❁	❍		
Prepare Packets	▲	▲	▲			❁	❍		
Room Set-Up	❁	❁	❁						
Post Receipts			❁						
Prepare Bills	▲		❁				❍		
New Course Development									
Market Research	❍	❁	▲			▲			
Implementing Deming	❁	❁	▲	❍		▲	❍		
TQC	❁	❍	▲						
Fundraising									
Annual Reports	❍	❍	❁		❁	❍	▲	▲	
Corporate Donations	❁	❍	❍	❁	❍				
Committees									
Program Planning	❁	❍	▲			▲			
Statistical Resources	❍	❁	▲	▲	▲	▲			
TQC	❁	❍	▲	▲	▲	▲			

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❍ Secondary Responsibility
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Responsibility Area									