# Responsibility Matrix for Committee Positions

## Purpose and Outcome

To create a matrix of tasks and contributors. This identifies who has primary responsibility and who contributes. Additionally, it can be helpful in balancing resources. For example, a responsibility matrix may identify one person who is responsible for a number of tasks. You may be able to balance responsibility for those tasks or stagger due dates so that person is not overextended.

## Method

* Along the left side of the page identify all the committee members or volunteers.
* Along the top of the page identify the tasks required to complete the project.
* Draw straight lines from the committee members/volunteers and projects.
* Draw a large dot (•) at the intersection of the lines to indicate that a committee member/volunteer contributes to a task (at the intersection of the committee member and the task).
* Draw a triangle (**▲**) to indicate who has primary responsibility. Ideally, if more than one committee member/volunteer has primary responsibility for a task, separate the tasks into sub tasks so that only one person has primary responsibility.

**Sample**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Member** | **Program Content** | **Speakers** | **LocationLogistics**  | **Marketing** | **Registration** |
| **Chris** | • |  |  | **▲** |  |
| **Paula** | • |  |  |  | **▲** |
| **Joe** | **▲** | • |  | • |  |
| **Mary** | • |  |  | • | • |
| **Bill** | • | • | • |  |  |
| **Anne** | • |  | **▲** |  |  |
| **Steve** | • | **▲** |  |  | • |

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