

Accountability Chart Procedures

1. Get each person to fill out a Job Description Form in their own words. The group may need to discuss any overlap in jobs.
2. Use the Accountability Chart, with one person taking notes, and one person facilitating. The recorder will write each person's job title in a blank space at the top of the chart. If job titles and responsibilities are the same for more than one person, only list the job title once.
3. Ask each group member to take their Job Description Form and label the key accountabilities that they see as their work responsibilities with a "W".
4. The recorder can collect all of the job descriptions, and after the meeting, transfer the items marked "W" to the Accountability Chart. Copies of this chart will then be distributed to each co-op group member for their review. Ask each person to prepare a list of items that they believe have not been included, or erroneously allocated.
5. The facilitator can adjourn the meeting.
6. Call a second meeting to review the items line by line. Using the coding system (at the bottom of the Accountability Chart), clarify each member's accountabilities. For functions that are performed in more than one job, the letter "W" may be used a number of times across a single line (or row). However, no more than one letter should appear in each space to account for the functions to be performed.