

TERMINAL CITY CLUB

The Responsibility Matrix

This tool identifies the roles, responsibilities and the authority for each governing body: the Board of Directors, Committees and General Manager/staff. One great benefit to the matrix is that it is nonpolitical.

The GM must ensure that the Responsibility Matrix is followed.

The Responsibility Matrix outlines the Board's specific delegation regarding specific activities.

Activity	Management	Committees	Board	Membership
Operating Budget/Financials	Recommends	Reviews (Finance)	Approves	Informed
Borrowing Money	Recommends	Reviews (H&M/ Finance)	Approves	Informed
Dues Increases	Recommends	Reviews (H&M/ Finance)	Approves	Informed
Assessments	Recommends	Reviews (Finance)	Recommends	Approves (Majority)
Personnel Policies	Approves	Informed (H&M)	Informed	N/A
Board Goals	Reviews	Recommends (Gov)	Approves	Informed
By-Laws	Reviews	Recommends (Gov/H&M)	Recommends	Approves
House Rules	Recommends	Reviews/Recommends (H&M)	Approves	Informed
GM Evaluation	Informed	Reviews/Approves (Comp)	Informed/Approves	N/A
Overall Strategies	Recommends/Reviews	Recommends	Approves	Informed
Major Projects \$100K+/CR	Recommends	Recommends/Reviews	Approves	Informed
Major Price Changes	Recommends	Reviews (Finance/H&M)	Approves	Informed
Day-to-Day Operations	Approves	Informed	Informed	N / A
Hiring/Firing	Approves	Informed	Informed	Informed
Staff Evaluation	Approves	Informed (Comp)	N/A	N/A
Compensation - Sr. Mgt	Approves	Informed	N/A	N/A