

**An organizational chart is a visual diagram that shows how your team is structured. It identifies member roles and responsibilities and highlights the relationships between different positions.**

**STEP ONE:**

Understand what your endeavor needs to function. Then answer the question, “Who will or can address these needs?” A job description should be crafted for each team member detailing their integral position, specific responsibilities and expectations, and any intended leadership roles or working relationships with the leadership.

**STEP TWO:**

Communicate your unique team structure and work culture in visual format with an organizational chart. It’s common to do this by viewing your team in departments. Depending on your needs, you may have:

- A development department, managing fundraising
- A marketing department, managing promotion and public relations
- An artistic or programmatic department, managing the work output for the public
- A finance department, managing the money and all financial decision making
- An education department, managing any associated educational components

**STEP THREE:**

Determine the best structure for your program/project/event, whether it will be a traditional hierarchical organizational chart, a matrix chart, or a flat chart. For a hierarchical chart, delineate the department head within each area and the overarching team leadership overseeing all departments. This format has a top-down pyramid structure, with leadership at the top.

A matrix chart can be used for teams that have more than one manager, and a flat chart is useful for a team without middle management, that functions with a top tier of leadership and second tier of workers or team members.

**STEP FOUR:**

Use the organizational chart as a reference point, a snapshot in time. It visually represents the expectations of how the organization will function. It helps everyone clearly understand his or her position in the organization.