Assessment tool:
Roles and responsibilities

- Review each task in order
- Identify the team member(s) associated with that task or focus area
- Place the appropriate letter (**R**, **A**, **S**, **C** or **I**) in the cell
- Cross off tasks that aren't applicable to your operation

Meet as a group to complete this worksheet, or give each team member the opportunity to complete it on their own

Complete this chart annually to keep your momentum going!

Date _____

		Self	Team member 2	Team member 3	Team member 4	Team member 5	Team member 6	Team member 7
R	**Responsible**: carries out the task; provides time and labour							
A	**Accountable** (approver): Ultimate decision-maker; may or may not work on it							
S	**Support**: provides support during the completion of the task							
C	**Consulted**: provides valuable advice or consultation							
I	**Informed**: must be kept in the loop and be informed about progress or decisions							
Operations	Land rent/negotiations							
	Inventory/storage management							
	Equipment maintenance							
	Harvest							
	Seeding/spraying							
	Cropping decisions/planning							
	Field prep/fertilizer							
	Trucking							
	Water, fencing, transport							
	Animal health							
	Herding							

Notes

Assessment tool:

Roles and responsibilities

		Self	T2	T3	T4	T5	T6	T7	Notes
People	Employees/family workers								
	Compensation/benefits								
	Communication								
	Training and development								
	Workload								
Marketing	Strategy								
	Pre-pricing								
	Information gathering								
	Selling								
	Cropping decisions/planning								
Finance	Bookkeeping/record keeping								
	Cashflow								
	Capital investments/purchases								
	Budgets/projections								
	Bill payments								
	Loans/negotiations/decisions								
	Taxes								
	Insurance								
Other									