

ATTACHMENT 9

SAMPLE ORGANIZATION CHART

This organization chart describes a NPO that runs three main programs. Each program has a director and staff. In addition to paid staff, two of the programs use a skilled volunteer on a regular basis. The Executive Director, Finance Director and Administrative Assistant provide overall administrative services for the NPO. The Executive Director reports to the Board of Directors.

An actual organization chart for a NPO would include the position titles and employee/skilled volunteer names for each position. The organization chart should clearly indicate if a position is filled by a volunteer.

