



### Volunteer Responsibility Mapping - RACI Model

**Responsible** – This role is responsible for completing the work. There needs to be at least one team member assigned, but there may be many.

**Accountable** – Only one team member can be accountable for the task or activity. This role is responsible for delegating and ensuring tasks are completed on time. The Accountable role also holds the final decision making authority.

**Consulted** – This team member is asked to provide input or guidance. They may be stakeholders that are directly impacted by the work, or they may have expertise that could guide or shape the project. There may be many members in this role, or be left unfilled.

**Informed** – The stakeholders that are not directly responsible or accountable for completing the work would fill this role. They should be kept in the loop about decisions and progress, but don't need to be involved in the details. There may be many members in this role, or be left unfilled.

Task	Accountable	Responsible	Consulted	Informed