

Accreditation Tip for the Website

Two accreditation requirements that are closely related but often cause problems or confusion for programs are 1.11 and 5.3 (section numbers are from the 2019 Accreditation Manual).

Section 1.11 states, "The program has a current organizational chart showing formal lines of responsibility. Program's job descriptions match the organizational chart."

It is important for all ADI Accredited programs to have an organizational chart that shows all positions within the program and indicates clear lines of responsibility and communication. This is a necessity in order for board members and staff to have a clear understanding of their place within the program, to know the positions for which they are responsible, and also to know to whom they report. Important questions like, "Who is my supervisor?", "Who do I supervise?", "Who do I ask when I have a question about...?" should all be able to be answered by looking at the organizational chart. As programs evolve and positions change, the organizational chart needs to be updated. The organizational chart should include positions (job titles like CEO, Trainer, Assistant Trainer, Maintenance, Finance Officer, Volunteer Coordinator, etc.). It does not need to include people's names. The Board of Directors should be included on the organizational chart, as this is to whom the program's CEO/ED reports. Any volunteers that are essential for daily operation of a program should be included on the organizational chart. Best practice would also include the prison liaison (if applicable) position on the chart.

The organizational chart is the only document needed to show compliance for section 1.11. The associated job descriptions should go in section 5.3.

Section 5.3 states, "The program has written job descriptions for staff and volunteers, including board members, with clear reporting lines reflected on the organizational chart."

It is also necessary for all ADI Accredited programs to have job descriptions for all staff, volunteer, and board positions. Normally a job description includes such things as basic requirements/qualifications for the position, job duties and responsibilities, hours expected to work, to whom the position reports, etc. This is necessary, not only for staff positions, but also for various volunteer and board positions. For example, there should be job descriptions for each board officer and then an additional job description for general board members. There should also be one job description for office volunteers and another for puppy raisers. ADI realizes that programs rely on a large and varied volunteer force, which requires many volunteer job descriptions. Within a pre-packet submission for section 5.3, a program should include the job description for all important volunteer roles (ex. puppy raisers, regularly scheduled office volunteers, regularly used volunteer drivers, etc.). Periodic or event-specific volunteer job descriptions do not need to be included in the pre-packet, but should be available upon request by an assessor.

The organizational chart does not need to be reprinted for section 5.3.

Important: Once the organizational chart and the job descriptions are all completed, they must be consistent with each other. For every job description, there should be a position on the organizational chart, and each position on the organizational chart should have a corresponding job description. Additionally, to whom a position reports as written in the job description should match the lines of responsibility on the organizational chart.