Utilize Microsoft’s SmartArt graphics, or create a graphic in other format that allows for an outsider’s understanding of reporting structure (who supervises who, who is supervised by/reports to who). Add as many pages, groupings or levels as you need to accurately depict the organizational hierarchy. \*indicates a SOLID equivalent position (need a President, VP, Treasurer, and Secretary).

Next, for each person, use the Org Chart Excel Template to indicate whether they are an approved signer (President and Treasurer are required signers), an authorized Time Approver, whether the position is volunteer or paid, and if so, how many hours/week and if they’re authorized to work over breaks.