

Organizational Charts

An organizational chart is an illustration of the organization of an establishment. It has a pyramid shape that shows the hierarchy or ladder system that you may have in the establishment. The most superior position in the establishment is positioned at the top. The structure gets wider towards the base showing the greater number of workers at its bottom.

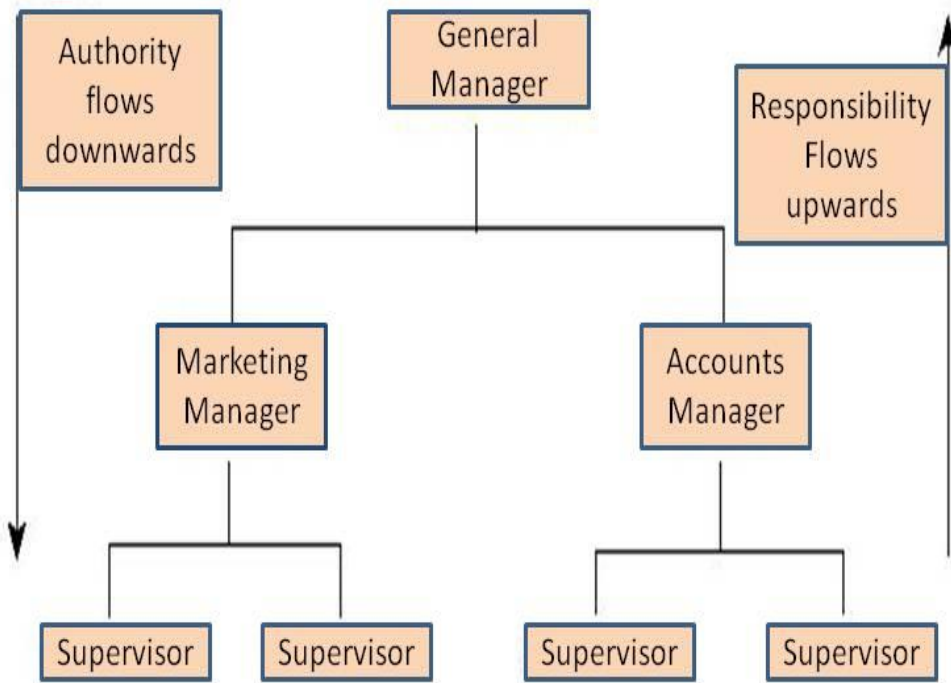
Individuals who have the influence to give commands have **authority** in an establishment. In an organization the accounts manager has the authority in the accounts department. All individuals with the same level of authority are placed at the same level on an organizational chart. For example the human resource manager and the accounts manager have the same level of authority in their various departments.

Responsibility is the ability to allow duties and to undertake their tasks. The accounts supervisors are responsible to the accounts manager.

The organizational chart reveals the following:

- each person's placement or position
- the quantity of levels of managers
- to whom each worker is answerable (reports) to
- the span of or extent or (area) of control for superior employee members

Note diagram1 below;

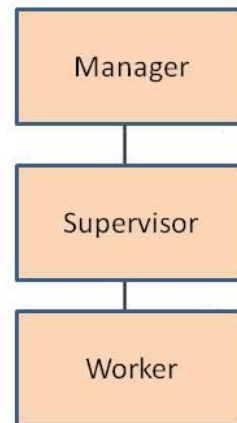


Types of Organizational Charts

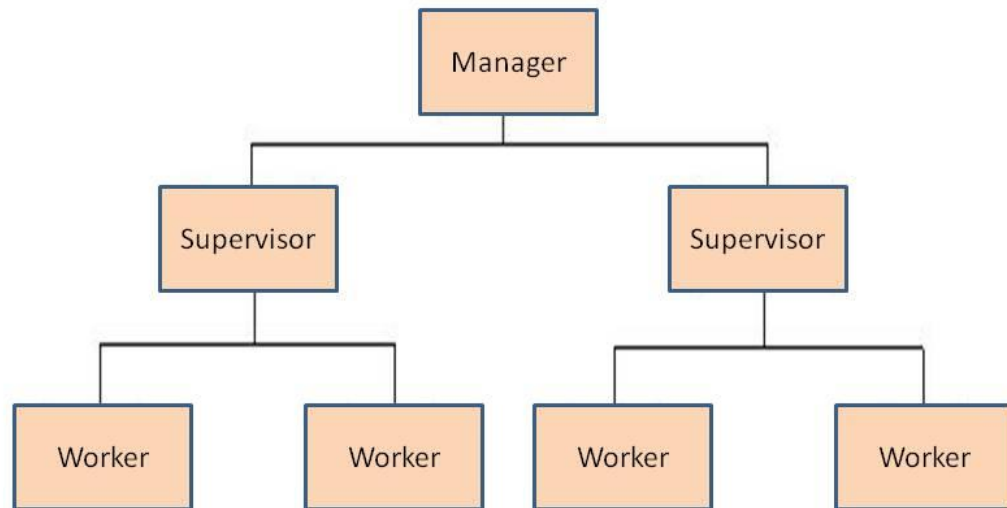
Line or Direct

The line organizational chart shows a straight or direct line of command. Authority is assumed to flow downwards in the line organization. The line organizational structure can be found at schools or in the armed forces.

Simple Line Organizational Chart



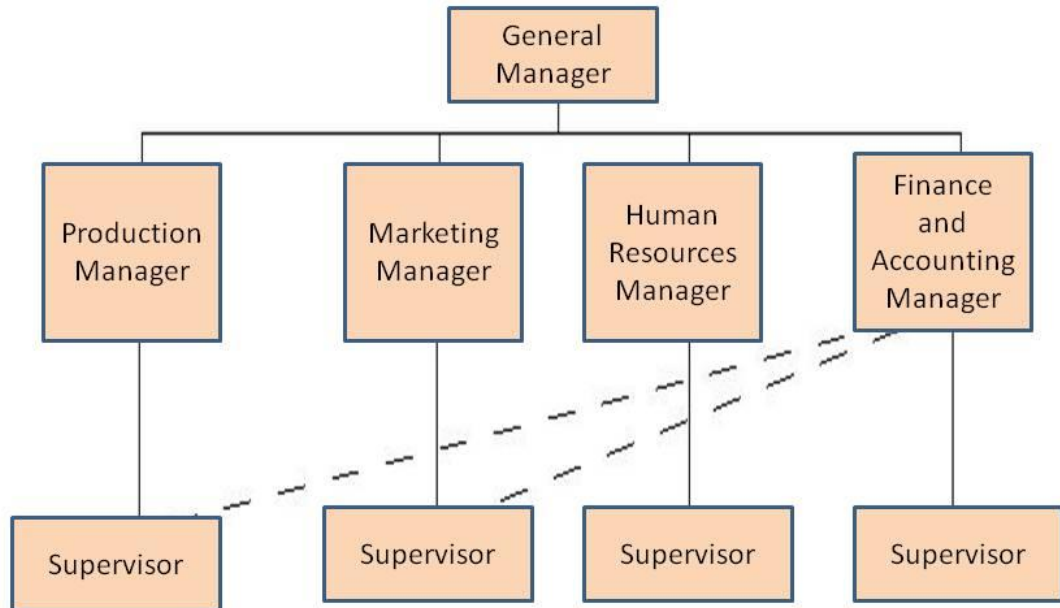
Complex Line Organizational Chart



Functional Organizational Chart

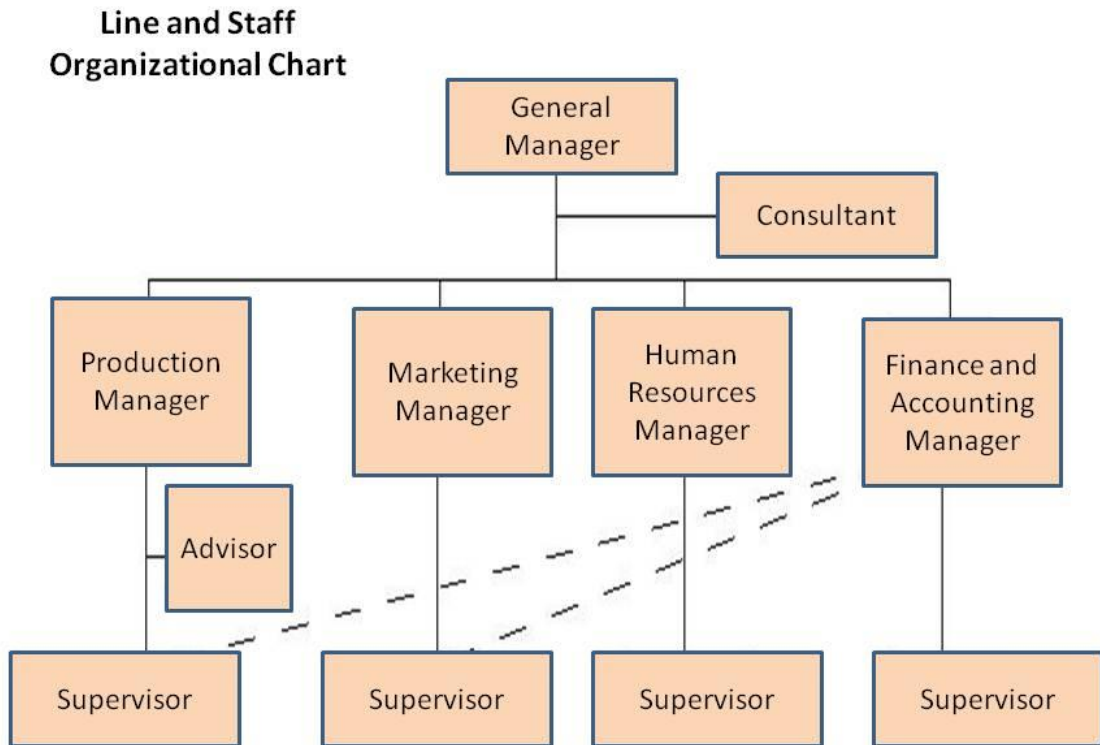
The Functional organization chart is an illustration of an organization that is organized by its functions. For example, there is a manager in charge of accounting, and another in charge of marketing. Hence this kind of organization has an advantage over the Line because specialists are selected to manage each department or unit. All managers are accountable to the General Manager.

Functional Organizational Chart



The Functional organizational chart unites the straight line of command of the line organization with dotted diagonal lines depicting functional authority. The dotted diagonal lines in the figure above show the authority that the Finance and Accounts Manager has over other departments. The Finance and Accounts Manager is given authority in these department over accounting issues only e.g. money given to buy raw materials for production or money given to marketing for a marketing campaign. He or she therefore cannot give orders on production or marketing issues.

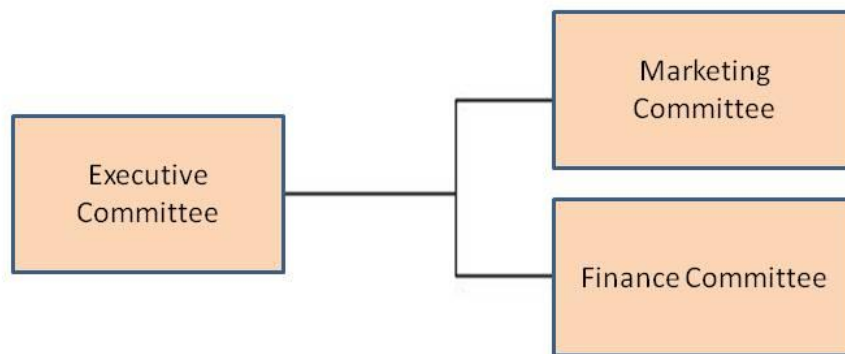
Line and Staff Organizational Chart



The Line and Staff organizational chart unites the line and functional organization together with staff personnel. Staff workers support and advise line workers. Staff workers include consultants, advisors, company legal representatives, supporting workers etc. Their key function is to advise and help out line workers. Hence they are positioned at the side right below the line officer or worker whom they help out or advise.

Committee Organizational Chart

Committee Organizational Chart



Committees are advisory units. They are generally chosen to advise organizations. Examples of committees include; parent teachers associations within a school organization or workers association within a business place. Committees normally pass on certain duties to sub-committees. For instance, an executive or supervisory committee may appoint a marketing committee to advise it on marketing issues. Note that there are features of the line organization that exist in the committee organization because all sub-committees are responsible or accountable to the executive or supervisory committee.