

ASIIP Organisation Development Project

Information provided during this project will be held by ASIIP and access to this information only be made available with permission of Chairperson and/or Council.

Name: Role(s):

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Contact Details:

Telephone/Mobile Numbers:

A form to be completed for each role

1. How is your role defined? e.g. by ASIIP/Job description/Self determined/Training Committee/tradition?
2. What is the role? What are the deliverables?
3. How is the role carried out?
4. Who do you work with/relate to (internal to ASIIP) ?
5. Who do you interface connect to/link with (internal and external) ?
6. How is the work financed?

7. How does your role/function relate to ASIIP Finances

8. What processes and procedures are followed? Where is the audit trail?

9. What risks are involved in the role?

10. What data do you store and how do you store it?

11. What IT e.g resources, hardware/software do you access (are these centrally held or personal? (we have a few members who request snail mail)

12. How much do you use the ASIIP Website and for what purpose?

13. How could the website support your role more effectively?

14. How do you monitor your role/centre/activities for/on behalf of ASIIP?

15. What risk assessment is carried out for your role/centre/activities for/on behalf of ASIIP?

16. What provision do you make for the possibility of being unable to fulfill your role suddenly, who could take over and what would be the impact?

17. Who else knows what you do?

18. What percentage of your time is allocated to working/contributing to ASIIP?

19. What difficulties/challenges do you encounter in your role?

20. What would help you to do your role more effectively?

21. How do you experience communication within ASIIP?

22. How do you feel we could best develop the organisation to support the needs of members and to promote the role of ASIIP externally?

23. What central services would you like ASIIP to provide? E.g. library

24. Do you hold any books, materials, specialist knowledge which might be useful to other members of ASIIP and how is this information made available?

25. Would an Adlerian Almanac or Who's who be useful?

26. Any other comments or information you would like to add: