

COMMUNITY ORGANIZATIONAL ASSESSMENT TOOL

This assessment tool can help guide a group discussion about how a board of directors, organization, or committee is functioning.

First respond to the question by checking either yes or no in the first column. Then indicate the amount of improvement you feel is needed. There are no right or wrong answers. It is your perception of the organization that you are sharing with others..

Mission, Purpose, and Goals

	Yes/No	Needs Improvement		
		None	Some	Much
1. Is there...				
a. a clearly written, updated mission statement?	_____	_____	_____	_____
b. an annual process for setting/renewing goals?	_____	_____	_____	_____
c. a strategic plan?	_____	_____	_____	_____
2. Are the goals of the organization...				
a. written, agreed upon, and clear to all?	_____	_____	_____	_____
b. written in achievable language?	_____	_____	_____	_____
3. Does the board/steering committee agree on what it should accomplish short term (2 years)?	_____	_____	_____	_____
4. Does the board/steering committee agree on what it should accomplish in the long term (3-10 years)?	_____	_____	_____	_____

Organizational Structure

5. Do committees...				
a . have a clear statement of purpose?	_____	_____	_____	_____
b . have clear written goals and objectives?	_____	_____	_____	_____
c . function?	_____	_____	_____	_____
d . have specific roles and responsibilities that all members of the organization understand?	_____	_____	_____	_____
6. Are the committee structure and membership reviewed annually for their relevancy?	_____	_____	_____	_____
7. Are the organization's bylaws up-to-date?	_____	_____	_____	_____
8. Is there a mechanism requiring short- and long term planning for the board and its committees?	_____	_____	_____	_____
9. Do terms of office provide for stable yet renewing leadership?	_____	_____	_____	_____

Board Participation

10. Does the organization currently have...				
a. committed and active members?	_____	_____	_____	_____
b . enough people to carry out its purposes and goals?	_____	_____	_____	_____
c . diverse community interests and perspectives?	_____	_____	_____	_____

	Yes/No	Needs Improvement		
		None	Some	Much
d. board members with the right mix of skills to lead/direct?	_____	_____	_____	_____
e. a system for recruiting members for specific needs?	_____	_____	_____	_____
f. an orientation session for new members?	_____	_____	_____	_____
g. a drop-out or non-attendance problem?	_____	_____	_____	_____

Membership Participation

11. Does the organization currently have...

a. committed and active members?	_____	_____	_____	_____
b. enough people to carry out its purposes and goals?	_____	_____	_____	_____
c. sufficient skills and diverse community interests and perspectives?	_____	_____	_____	_____
d. a system for recruiting members for specific needs?	_____	_____	_____	_____
e. an orientation session for new members?	_____	_____	_____	_____
f. a drop-out problem?	_____	_____	_____	_____

Group Relationships

12. Do board members...

a. trust each other?	_____	_____	_____	_____
b. get along well with each other?	_____	_____	_____	_____
c. avoid conflicts of interest?	_____	_____	_____	_____
d. act as a team by working together?	_____	_____	_____	_____
e. enjoy the organization's meetings and activities?	_____	_____	_____	_____

13. Are board members'

a. talents being fully utilized?	_____	_____	_____	_____
b. individual contributions recognized?	_____	_____	_____	_____
c. collective efforts acknowledged?	_____	_____	_____	_____
d. able to help the board and its committees examine and improve its processes?	_____	_____	_____	_____

14. Are general members...

a. talents being fully utilized?	_____	_____	_____	_____
b. individual contributions recognized?	_____	_____	_____	_____
c. collective efforts acknowledged?	_____	_____	_____	_____

Leadership Effectiveness

15 - Are board decisions usually made by...

a. the board?	_____	How much improvement does your decision-making process need? (Please answer on line below)		
b. the officers?	_____			
c. executive director?	_____			
d. the committees?	_____			
e. specific individuals?	_____			
f. the membership?	_____			
g. combination of above?	_____	_____	_____	_____

	Yes/No	Needs Improvement		
		None	Some	Much
16. Does the leadership of the board and its committees effectively...				
a. encourage different points of view in discussion?	_____	_____	_____	_____
b. minimize personality differences?	_____	_____	_____	_____
c. deal with power struggles and hidden agendas?	_____	_____	_____	_____
d. provide and participate in educational/ leadership development opportunities for you?	_____	_____	_____	_____
e. encourage teamwork?	_____	_____	_____	_____
f. instill enthusiasm for work to be accomplished?	_____	_____	_____	_____
g. identify and celebrate milestones?	_____	_____	_____	_____
17. Has the board...				
a. clearly identified its roles and responsibilities as a board?	_____	_____	_____	_____
b. clearly identified the roles and responsibilities of the executive director, and his/her relationship to the entire board?	_____	_____	_____	_____
c. developed a means for minimizing the communication of conflicting board members' expectations to the executive director?	_____	_____	_____	_____
d. established a process for obtaining staff input for board decision making?	_____	_____	_____	_____
18. Do board and committee meetings...				
a. have agendas announced in advance?	_____	_____	_____	_____
b. follow these agendas?	_____	_____	_____	_____
c. proceed efficiently and effectively?	_____	_____	_____	_____
d. have timely minutes prepared and distributed?	_____	_____	_____	_____
19. Does the leadership ensure that action goes forward in an orderly manner by seeing to it that...				
a. decisions are actually made?	_____	_____	_____	_____
b. all members understand that decision?	_____	_____	_____	_____
c. someone takes responsibility?	_____	_____	_____	_____
d. those persons clearly understand their assignment and specific tasks?	_____	_____	_____	_____
e. visible results occur?	_____	_____	_____	_____
f. results are reported to the group?	_____	_____	_____	_____
Fiscal Resources				
20. Are the organization's resources...				
a. sufficient to achieve its goals?	_____	_____	_____	_____
b. being used effectively?	_____	_____	_____	_____

	Yes/No	Needs Improvement		
		None	Some	Much
21. Is the organization driven primarily by its ... (choose one)				
a. budget?	_____	_____	_____	_____
b. goal s/strategic plan?	_____	_____	_____	_____
c. environment (outside) factors?	_____	_____	_____	_____

Community Networking and Coalition Building

22. Does the organization relate to other community groups / governmental units...				
a . through ongoing, working relationships?	_____	_____	_____	_____
b . by seeking out new relationships and building coalitions of mutual interest?	_____	_____	_____	_____
c . by having input into public policy?	_____	_____	_____	_____
d . by marketing itself to relevant organizations?	_____	_____	_____	_____
e . through appropriate media use?	_____	_____	_____	_____
f. at the regional, state, national, and international levels?	_____	_____	_____	_____

Organizational Assessment

23. Does the organization periodically assess its...		How much improvement does your assessment process need? (Please answer on line below)		
a. mission, goals, and strategic plan?	_____	_____	_____	_____
b. committee structure and performance?	_____	_____	_____	_____
c. board and general membership participation?	_____	_____	_____	_____
d. quality of group relationships?	_____	_____	_____	_____
e. provision for leadership development?	_____	_____	_____	_____
f. follow through on individual and group commitments?	_____	_____	_____	_____
g. budget/goal setting process?	_____	_____	_____	_____
h. fit in the community?	_____	_____	_____	_____

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