

Self-Assessment Exercise for Introductory Seminar



Name* _____

*If you would like your self-assessment returned to you after the seminar along with information about percentages from the entire group

Please evaluate each Standard and mark the following:

- Y if your organization has met the Standard
- N if your organization has not met the Standard
- O if the organization may be meeting the Standard or is partially in compliance

I. MISSION AND PROGRAM

A. Mission

- ____ (1) Organization's purpose stated and activities consistent with its purpose

B. Organizational Evaluation

- ____ (1) Revisit mission and programs
____ (2) Engage in organizational planning
____ (3) Planning should include infrastructure

C. Program Evaluation

- ____ (1) Efficiency, effectiveness, and outcomes evaluated both qualitatively and quantitatively
____ (2) Evaluations used for program modifications

D. Program Service

- ____ (1) Professional and respectful treatment of, ensuring the confidentiality of personal information about, and satisfaction of program participants

- ____ (3) serving on the board
____ (3) Size of board
____ (4) Term length of service defined for board members
____ (5) Board development process
____ (6) Diverse board membership
____ (7) Board service without compensation

C. Conduct of the Board

- ____ (1) Education, training and development of board members, annual evaluation of its own performance, and the selection of new board members
____ (2) Stated expectations for board members
____ (3) Number of board meetings per year
____ (4) Board policies on attendance and participation
____ (5) Written meeting minutes and committee responsibilities

II. GOVERNING BODY

A. Board Responsibilities

- ____ (1) Ongoing planning and organization evaluation
____ (2) Board policies for effective management of the organization.
____ (3) Board approval of organization's budget and assessment of organization's financial performance in relation to the budget and review of expense percentages
____ (4) Board's supervisory role of the executive director
____ (5) Board's review of the overall salary structure of the organization
____ (6) Board members receive Standards at orientation

B. Board Composition

- ____ (1) Committed board members
____ (2) No undue influence of employees

III. CONFLICT OF INTEREST

A. Conflict-of-interest Policy

- ____ (1) Written policy applicable to staff, board, volunteers

B. Conflict-of-interest Statements

- ____ (1) Staff, board, and volunteer disclosure of potential conflicts of interest

IV. HUMAN RESOURCES

A. Personnel Policies

- ____ (1) Written personnel policies for employees and volunteers
____ (2) Policies and procedures address assessment, screening, training, evaluation, and advancement

B. Employee Performance Evaluation

- ___ (1) Regular written evaluations are at least performed annually

C. Employee Orientation

- ___ (1) New employees receive review of policies and introduction to Standards, which are acknowledged in writing

V. FINANCIAL AND LEGAL

A. Financial Accountability

- ___ (1) Board approved budget
- ___ (2) Timely financial reports
- ___ (3) Audit for organizations with annual revenue over \$300,000
- ___ (4) Internal financial statements with material variation between actual and budgeted expenses and revenues identified
- ___ (5) Confidential means for employees to report suspected financial impropriety
- ___ (6) Financial policies governing
 - ___ (a) investment of the assets of the organization
 - ___ (b) internal control procedures
 - ___ (c) purchasing practices
 - ___ (d) reserve funds

B. Legal Compliance and Accountability

- ___ (1) Compliance with federal, state, and local laws
- ___ (2) Assessment of need for insurance coverage (general liability and Directors and Officers liability insurance)
- ___ (3) Internal periodic review of the organization's compliance is presented to board

VI. PUBLIC ACCOUNTABILITY

A. Annual Report

- ___ (1) Prepare and make available annually basic information about the organization

B. Public Access

- ___ (1) Opportunity for members of the public to communicate with representatives of the organization and compliance with disclosure laws

VII. FUNDRAISING

A. Fundraising Activities

- ___ (1) Reasonable fundraising costs over time average 3:1
- ___ (2) Accurate and truthful solicitation and promotional materials
- ___ (3) Honor the statements made in fundraising appeals
- ___ (4) Honor the restrictions placed on contributions by donors

B. Donor Relationships and Privacy

- ___ (1) Respect the privacy of donors and safeguarding the confidentiality of donor information
- ___ (2) Provide donors the opportunity to remain anonymous
- ___ (3) Provide donors an opportunity to have their names removed from any mailing lists that are sold, rented, or exchanged
- ___ (4) Honor donor requests to curtail repeated mailings or telephone solicitations from in-house lists
- ___ (5) Solicitations free from undue influence or excessive pressure

C. Acceptance of Gifts

- ___ (1) Written policy governing the acceptance of gifts

D. Employment of Fundraising Personnel

- ___ (1) Fundraising personnel compensation is not based on percentage
- ___ (2) Use of fundraising consultants who are registered with the Ohio Attorney General
- ___ (3) Exercise control over any entity that solicits contributions on behalf of the organization

VIII. PUBLIC AFFAIRS AND PUBLIC POLICY

A. Public Policy Advocacy

- ___ (1) Written policy governing the process of organizational position on policy issues

B. Public Education

- ___ (1) Assurance that publicly distributed educational information is factually accurate and provides sufficient context

C. Promoting Public Participation

- ___ (1) Assurance that all activities are strictly nonpartisan