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

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
      ____ (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

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