

ORGANIZATIONAL ASSESSMENT©

ADMINISTRATION AND MANAGEMENT / EXECUTIVE LEADERSHIP QUESTIONNAIRE

To be completed separately by each of the following:

- Executive
- Board Chair
- 10% of staff (in confidence) drawn from various levels

1. Does the executive take steps to articulate the mission of the organization and embody it in all of the programs?

Yes _____

No _____

Please describe: _____

2. Does the executive systematically monitor:

external trends affecting the organization

Yes _____

No _____

state-of-the-art knowledge and best practices
in the organization's field

Yes _____

No _____

state-of-the-art knowledge and best practices
in nonprofit management

Yes _____

No _____

Does the executive bring the above to bear on what the organization does and how?

Yes _____

No _____

Please describe: _____

3. Does the executive monitor the organization's overall performance and effectiveness on an ongoing basis, and implement course corrections as needed?

Yes _____

No _____

ADMINISTRATION AND MANAGEMENT / EXECUTIVE LEADERSHIP QUESTIONNAIRE (continued)

Please describe: _____

4. Does the executive work closely, and in appropriate balance, with the board of directors on:

long-range and annual planning Yes _____ No _____

budgeting Yes _____ No _____

fiscal monitoring Yes _____ No _____

policy and resource development Yes _____ No _____

5. Does the executive see that the board of directors and board committees receive adequate staff support?

Yes _____ No _____

6. Does the executive see to it that the board of directors benefits from the expertise and experience of the staff and hears their voices when engaging in:

policy deliberations Yes _____ No _____

budgeting and planning Yes _____ No _____

Does the executive see that the staff is aware on an ongoing basis of board decisions?

Yes _____ No _____

Please describe: _____

7. Does the executive plan and implement an equitable allocation of internal resources, and distribution of workload, in consultation with staff?

Yes _____ No _____

Please describe: _____

ADMINISTRATION AND MANAGEMENT / EXECUTIVE LEADERSHIP QUESTIONNAIRE (continued)

8. Does the executive provide for ongoing communication with and among staff, including regularly scheduled staff meetings, so that staff has the knowledge and information they need in order to do their jobs as well as a means to offer their ideas about the organization and their work?

Yes _____ No _____

Please describe: _____

9. Does the executive play a key role in fostering positive working conditions and working relationships throughout the organization, including:

problem-solving Yes _____ No _____

stress reduction Yes _____ No _____

recognition and rewards Yes _____ No _____

ordering internal conflict Yes _____ No _____

Please describe: _____

10. Does the organization provide support to the executive to prevent/alleviate executive stress and burnout?

Yes _____ No _____

Please describe: _____

11. Does the organization have a succession plan in place for future executive leadership?

Yes _____ No _____

ANY "NO" ANSWERS INDICATE THAT THE ITEM NEEDS ATTENTION