

WORKSHEET

Will the Coalition Be Here Tomorrow?

It's a good idea to have coalition members take a critical look at the coalition and its effectiveness. This worksheet can be a guide in determining what needs to be done to improve the effectiveness of the coalition. This could be an annual task of the coalition, or parts could be administered along the way.

Rate the activities in the space provided:

- 1=little or not at all
2=to a fair degree
3=to a high degree

Selection and Composition

- _____ 1. The coalition is widely representative of the community.
- _____ 2. The coalition members are very interested in the mission of the group.
- _____ 3. There is a combination of experienced and new coalition members to guarantee both continuity and new thinking.
- _____ 4. There is a formal plan for length on commitment for each coalition member, and this plan has a rotation system that assures a steady supply of new neighbors.
- _____ 5. Suggestions for new members are solicited from staff, coalition, clientele and organizations on a regular basis.
- _____ 6. There is a written statement of qualifications for coalition members.
- _____ 7. There is thinking ahead toward a pool or reservoir of potential coalition and work group members.

COMMENTS:

Orientation and Training

- _____ 1. The duties and responsibilities of each coalition member are clearly outlined in writing.
- _____ 2. There is an orientation plan, which is followed for all new members.
- _____ 3. There are written orientation materials supplied to each member. These materials are updated annually.
- _____ 4. A plan for training exists and training for coalition members is carried on throughout the year.

COMMENTS:

Organization of the Coalition

- _____ 1. The coalition has a clear mission statement, along with written goals and objectives.
- _____ 2. The coalition has elected officers and agreed upon a way to handle which may come up between meetings.
- _____ 3. When necessary, committees are formed through which work is channeled.
- _____ 4. Assignments of these committees are in writing, are reviewed and evaluated periodically.
- _____ 5. Working relations between staff and the coalition and committees are clearly defined and understood. Staff attend all meetings.
- _____ 6. Coalition members and staff are clear about their duties and responsibilities.

COMMENTS:

The Coalition and Work

- _____ 1. There are regularly scheduled meetings.
- _____ 2. Meetings begin on time and end on time.
- _____ 3. Materials for meetings are prepared adequately and in advance of meetings (agendas, minutes, study documents).
- _____ 4. Meetings have free discussion, general participation, and active thinking together.
- _____ 5. Routine matters are handled quickly.
- _____ 6. Regular reports of committees are made to the coalition.
- _____ 7. Minutes of all meetings (coalition and committees) are written and circulated to all members.
- _____ 8. Individual members of the coalition accept and carry out assignments within the area of their special expertise or competencies.
- _____ 9. Assignments (who will do what) are clearly defined/reviewed at the end of each meeting.

COMMENTS:

Evaluation of the Coalition

- _____ 1. Members have a good record of attendance at meetings.
- _____ 2. An annual review of work is conducted.
- _____ 3. There is a future plan based on program priorities.
- _____ 4. New leadership is emerging constantly from the coalition and its work groups.

COMMENTS: