

Annual Evaluation Form

Name of Organization _____ Date _____ Score _____

Category	Document or System	Considerations	Max. Possible Points	Assign Points 1-3	NA (x)	Notes
Governing Documents	Mission Statement	Communicates purpose for existence; may be supplemented with vision and values statements.	3			
	Articles of Incorporation	Current and accessible; filed with state agency	2			
	Bylaws	In good form; promotes governance principles	2			
	IRS	Amendments provided to IRS	1			
	Policies	Current and accessible by leaders	2			
Public Records	Information Return – IRS 990	Available for public request	2			
	Letter of Determination	Available for public request	2			
	IRS Application	Form 1023 or 1024 available for public	1			
Governing Board	Performance Based	Directors serve based on competence and organizational needs	2			
	Nominations	Effective ID and vetting process	2			
	Orientation	Conducted annually to transmit critical knowledge	2			
	Governing Documents	Directors have access to governing documents and support information	1			
	Commitment Form	Directors understand commitment to board service, governing documents, supporting mission and members	1			
	Minutes	Document actions of the board; minutes safeguarded; not a public record	2			
	Term Limits	Term limits; transition of leadership	1			
	Confidentiality	Documents and discussions treated in confidence by directors	1			
Committees	Committees	Aligned with goals; effective results	2			
	Reporting	Work with liaison or report to board	1			
	Purpose Statement	Each committee has a concise purpose statement	1			
	Assignments	Current year assignments and metrics	1			
	Committee History	System of notes or notebook maintained for successive chairs	1			
Strategic Direction	Written Plan	3 to 5 year strategic plan document	3			
	Mission – Vision	Mission, vision and/or values communicate purpose and distinctions	2			
	Goals	Clearly stated goals advance mission statement. (3 to 7 goals)	2			
	Strategies	Realistic approaches to achieve goals	2			
	Business Plan Program of Work	Strategic plan broken into shorter time frame with assignments, metrics and deadlines	1			
	Awareness	Leadership, staff and stakeholders, members aware of strategic plan	1			
	Reviewed – Updated	Monitored for progress at least annually	1			
	Results	Strategic plan leads to significant results for stakeholders	3			
IRS Policy Considerations	Conflicts	Policy on conflicts of interest	1			
	Audits	Policy on audits and audit committee	1			
	Record Retention	Policy on record retention-document destruction	1			

Category	Document or System	Considerations	Max. Possible Points	Assign Points 1-3	NA (x)	Notes
	Whistleblower	Policy on whistleblower process	1			
	Compensation	Policy on compensation of senior staff	1			
	Circulation of Form 990	Form 990 circulated to board prior to filing with IRS	1			
Budget	Approved	Minutes reflect approval of annual budget	2			
	Financial Reports	Minutes reflect regular reports accepted	2			
	Audit	Outside independent financial expert periodically reviews; reports to board	2			
	Savings	Adequate savings, assets maintained	1			
	Investment	Policy exists on safeguarding savings	1			
Membership	Relevance	Benefits and services highly relevant and valued by membership	2			
	Market Share	Satisfactory percentage representing profession or community	2			
	Portfolio	Package of benefits with significant value to members	2			
	Trend	Positive growth and retention rates	2			
	Disclosures	Proof of required dues notice(s)	1			
	Surveys	Aware of member needs and satisfaction	1			
Risk Mgmt	Conflicts of Interest	Conflicts disclosed	1			
	Antitrust	Measures in place to avoid violations	2			
	Identify Theft	Member confidential information safeguarded	2			
	Insurance	Coverages in place for board, property loss, etc	2			
	Filings	Taxes, government filings, trademarks	1			
Staffing	Lines of Authority	Organizational chart depicts hierarchy and lines of authority, supervision	1			
	Professional Development	Board funds staff education opportunities	2			
	Performance Evaluations	Conducted professionally, confidentially	1			
	Consultants	Consultants funded to serve board and staff	1			
Systems of Sustainability – Documentation, Manuals	Leadership	Key documents provided to leadership	2			
	Policies	Policies transcribed; accessible	2			
	Personnel-HR	Staff policies, guidelines	2			
	Procedures	Documented standard operating procedures by staff	2			
	Emergency	Business continuity plan; crisis preparedness; stored off-site	1			
	Style-Brand Guide	Brand awareness and effective messaging	1			
Technology	Software, Hardware	Adequate investment, training, applications	2			
	Website	Relevant, engaging, draws interests	1			
	Licenses	Protected, available	1			
	Effectiveness	Diverse delivery of programs and services integrating technology	1			
TOTAL EVALUATION			100			

Annual Inspection Record 7-12.docx

Purpose: Nonprofit, exempt organizations should be managed and governed as efficiently as a commercial enterprise or franchise business. **Process:** The intent of the evaluation is to score 100 points. Maximum possible points relates to general importance of the document, system or concept in relation to the whole organization. **Note:** Bob Harris, CAE, facilitates strategic planning, board and staff training. Tips and templates are available at www.nonprofitcenter.com.

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