

Panelists 2011 Agency Evaluation

INSTRUCTIONS:

All panelists must complete this evaluation on each site visited. NOTE: There are three parts to the evaluation process: this evaluation on the agency as a whole, panelist’s subjective comments, and the program evaluation completed by each panelist after each site visit.

Each individual section is potential total of 100 points. This evaluation is based on various state standards for nonprofits.

In the comments section, please add suggestions, recommendations or feedback that will be useful to the agency, United Way staff and Board of Directors in reviewing the application and funding recommendations.

The point system serves as a starting point for discussion. Please remember, the scores do not ultimately determine funding.

Thanks so much for your time, energy and dedication to the process of distributing donor dollars to advance the common good and help provide the building blocks for a good life.

AREA	POINT
<p>United Way Priority and Involvement (maximum 20 points) Agency meets a board identified strategic imperative for the United Way. The agency participates with other agencies in sharing information and can demonstrate multiple effective collaborations.</p>	<p>_____</p>
<p>Mission and Program (maximum 10 points) Agency has a well-defined mission statement. The agency has an updated and usable strategic plan. The programs work efficiently and effectively and outcomes are measured. The agency, while sticking to its mission, can retool programs to focus on immediate community needs. The agency allocates appropriate resources to achieve their mission.</p>	<p>_____</p>
<p>Governing Body (maximum 10 points) The board is active with 75% attendance, is representative of the agency’s Consumers, has a minimum of 5 members at all times, and is actively and appropriately involved with governance. The board has signed a non-discrimination policy that complies with United Way of Jackson County’s policy. The board is active in planning, evaluation, and committees. The board forms a cohesive working unit with the staff. Board selection process is clearly defined. Board members have a diverse set of skills. Appropriate committees have been appointed and have goals and responsibilities. Minutes are kept for each board meeting and</p>	<p>_____</p>

regular reports are received from committees. The agency provides orientation for all new board members.

Conflict of Interest (maximum 10 points)

All board and staff act with the best interest of the organization. A conflict of interest policy is in place and routinely reviewed.

Human Resources (maximum 10 points)

The executive director keeps current on rules and regulations regarding agency programs. The agency has a paid executive director or can substantiate proper accountability, continuity and responsibility. The agency has a plan for recruitment, mid-management training and a second is identified to run the agency in the future. All staff members receive training relevant to programs or organizational needs of the agency. Staff development is included in the budget.

Financial and Legal (maximum 20 points)

The board has a committee that works with the executive director to monitor and plan the organization's finances. The board demonstrates effective oversight with review of the budget and has a well developed financial plan. The board has determined an appropriate reserve amount for normal and unexpected contingencies and has a plan to fund the reserve. The agency has a realistic budget. Costs are allocated to programs in a reasonable and systematic fashion. Financial statements are prepared on a monthly basis for review by the treasurer and are distributed to the board at all regularly scheduled meetings. The board certifies that adequate insurance is in place to protect the agency's assets and operation. Agency complies with United Way's annual financial reporting requirements. Agency management and board conduct periodic reviews to address regulatory and liability concerns.

Fund Raising (maximum 10 points)

The agency has a comprehensive fund development plan identifying target markets consistent with mission and capacity identifying target markets. The agency communicates and/or demonstrates benefits of programs. Fundraising is respectful of the interests of donors and prospective donors.

Public Affairs and Public Policy, Openness (maximum 10 points)

Agency represents interests of people they serve through education and advocacy. Agency is aware of and stays within the regulatory limitations on political activity to which 501 (c) (3) organizations are subject. Agency encourages staff, volunteers and board to participate in public affairs in the community. Agency provides public with information on mission, program activities and finances. Agency is accessible to the public who express interest in the affairs of the organization.

Agency Evaluation Summary Total (maximum 100 points)
