



IS YOUR HOUSE IN ORDER?
Building Blocks for a Successful
Non-Profit Organization

**NGO ASSESSMENT
TOOL**

BUILDING BLOCK #1:

ENTITY (Who are you?)		YES	NO	N/A
1.1	Is your Constitution & Bylaws up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are you consistently in good standing with Societies Yukon?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do you have a mandate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do you have a mission statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do you have a vision statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Do you have written guiding principles/values?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Do you have/need an Organizational Chart? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are you affiliated with a National Organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do you have affiliates under your Organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Do you have a record of your Organization's History?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING BLOCK #2:

BOARD OF DIRECTORS (Following good Board Practices?)		YES	NO	N/A
2.1	Does the Board meet on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Are Agendas and Minute preparation consistent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Are Agendas/Minutes for Meeting sent ahead of mtg. date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are "action items" identified with a name in the minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Does each Board Member have a Board Binder/Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Do you have a job/role description for each Board Member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Do you have Board Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Do you have an annual Board of Directors Timeline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Do you provide Board Orientation for new members post AGM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Do you have Committees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Do your Committees have a Terms of Reference Document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Do you have a Board and Committee structure chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13	Is your Board familiar with the Bylaws/goals/etc. of your Org?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14	Does your Board communicate regularly with its membership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15	Does your Board provide clear direction for Staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16	Do you have a nominating committee for new Bd recruitment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board of Directors Manual/Binder: (examples of content)

Constitution & Bylaws	Financial Information
List of Contacts	Timelines (if applicable)
Fact Sheet about Organization (overview)	Organization's current Strategic Plan
Programs & Services Summary	Board Member Job Descriptions
Organizational Chart (if applicable)	
Agendas & Minutes of Meetings	



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BUILDING BLOCK #3:

STAFF and VOLUNTEERS		YES	NO	N/A
	STAFF:			
3.1	Do you have a Personnel Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Do you have a staff handbook for staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Do you have staff job descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Do you have staff contracts in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Is it clearly defined who your staff directly reports to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Do you have a proper performance evaluation in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Do you conduct this evaluation annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Does your Executive Director prepare an annual report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Do you have a system for establishing wages/wage increases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Is there staff orientation & training in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Does your staff have a work plan & timelines in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Have you identified training opps.for your staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13	Do you recognize your staff appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.14	Is Authority/Responsibility of Board and Staff clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	VOLUNTEERS:			
3.15	Do you have a volunteer screening policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.16	Do you have volunteer application forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.17	Do you have a volunteer management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.18	Is there adequate orientation & training for your volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.19	Do you have an annual volunteer recognition plan or event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.20	Are volunteers clear on what they can/may say to public/media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING BLOCK #4

PLANNING and MONITORING		YES	NO	N/A
4.1	Do you have a Strategic Plan and do you review it annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Do you/your staff have a work plan based on the Strategic Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Do you review & revise the workplan annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Do you have a Risk Management Plan and do you review/update it annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Do you have an Incident/Emergency Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Do you review/update the Incident/Emergency Plan annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Do you conduct program evaluations & plan accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Does the Board use Timelines to ensure nothing is missed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Do you have a Sponsorship Plan and do you review it annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Do you have a Fundraising Plan and do you review it annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Do you have a facilities upgrade plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Do you have an equipment upgrade plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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BUILDING BLOCK #5:

OPERATIONS		YES	NO	N/A
	<u>Do you have the following policies in place?</u>			
5.1	Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Code of Conduct for Board Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Code of Conduct for Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Code of Conduct for Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Purchasing policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Harassment & Abuse Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Access & Equity Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Quality of Service to users, clients or public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Do you have the following procedures in place?</u>			
5.9	General Office Procedures (hours of operation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Access/keys to facility (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Equipment use & borrowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Information Management:</u>			
5.12	Do you have a data base for Membership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.13	Do you have a data base for Sponsors & Supporters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.14	Do you have a data base for Donations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.15	Other information management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING BLOCK #6:

YOUR PUBLIC IMAGE		YES	NO	N/A
6.1	Do you have a designated Board Member to deal with Media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Do you have a designated Staff person to deal with Media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Do you develop a common statement for media during issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Do you have a Logo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Do you have a brochure or other materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Do you have a portable "trade show" display (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Have you researched avenues to make your presence known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Have you sought after & researched potential partnerships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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BUILDING BLOCK #7:

FINANCIAL RESPONSIBILITIES		YES	NO	N/A
7.1	Do you have an annual budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Is your budget consistent with your goals and plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Do you regularly compare actuals to the budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Do you maintain sound bookkeeping practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Do you have a finance committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	Is there a written policy for E.D. delegated authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Could staff members benefit from a course in financial accounting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Do you have a plan for retained earnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9	Has your organization's books been set up by a bookkeeper or an accountant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10	Do you have policies & procedures in place for Board Member expenses or occasional honorarium?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.11	Do you have purchasing policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.12	Is there a record of capital assets; dates of purchase, serial number and purchase price?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Do you have policies/procedures set up for:</u>			
7.13	a) budget preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.14	b) budget monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.15	c) cash management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.16	d) banking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.17	e) accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.18	f) money management (investments, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.19	g) operating reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.20	h) reimbursements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.21	i) fundraising ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.22	j) expense reimbursement (& forms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.23	h) donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.24	i) sponsorship & sponsor recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>