

Nonprofit Organizational Assessment

(Answer Yes/No/Don't Know to the following questions)

I. Board of Trustees

1. Board meetings are well attended.
2. A board orientation session is held for new board members.
3. Our board members understand the mission of Tai Chi Youth and how TCY Programs help achieve it.
4. Our board members understand the organizational responsibilities that go along with our not-for-profit (tax exempt) status.
5. Board members understand their individual responsibilities

II. Effective Meetings

1. An agenda for each board meeting is distributed ahead of time.
2. A procedure exists to add an item to the printed agenda (or "Other Business" is written at the end of the agenda).
3. The agenda is followed during the meeting.
4. Important agenda items receive sufficient time during meetings.
5. The meeting starts on time and concludes within a reasonable period of time.
6. The person presiding keeps the meeting under control.
7. Minutes are kept and distributed following a board meeting.
8. Board members come to meetings prepared.
9. The location is comfortable and suitable for a business meeting.

III. Planning

1. Tai Chi Youth produces an annual work plan that informs staff, board, and volunteers about our activities for the upcoming year.
2. Most of Tai Chi Youth's activities are scheduled at least six months in advance.
3. Tai Chi Youth regularly evaluates its programs, services, and products.
4. Tai Chi Youth holds an annual planning meeting.
5. Tai Chi Youth has a long-range plan of three to five years.
6. Our city has a community plan.

IV. Program Development

1. The entire TCY Board participates in the programming decision-making process.
2. We regularly make an effort to discover what kinds of programs the community is interested in.
3. We make an effort to present programs about a variety of cultures.
4. We are familiar with the resources available concerning artists and arts programs.

V. Financial Management

1. We prepare an annual budget and operate within its guidelines.
2. A treasurer's report is regularly presented at board meetings.
3. The treasurer's report includes information on how closely we are following the budget.
4. An income statement and balance sheet are presented as part of the treasurer's report.
5. Project chairpersons understand how much money they must earn and how much money they can spend.
6. I understand how to read and interpret the financial statements.

VI. Fundraising Planning

1. Our Fundraising Chairperson is provided with a dollar goal for the annual drive.
2. Fundraising needs are clearly stated in the budget.
3. More than one board member or staff person is proficient at grant writing.
4. Every TCY Board Member makes a personal donation to Tai Chi Youth.
5. Tai Chi Youth receives income from a variety of sources including donations, ticket sales, and grants.

VII. Audience Development

1. Tai Chi Youth reaches different segments of the community through our marketing efforts.
2. Tai Chi Youth encourages audience members to return through follow-up contact and targeted marketing.
3. Tai Chi Youth includes funds for publicity costs in our budget.
4. We have a capable individual responsible for planning publicity.
5. We have a capable individual responsible for designing publicity.

VIII. Volunteers

1. Tai Chi Youth has written job descriptions for our volunteers.
2. We maintain volunteer profile records on our volunteers.
3. We actively recruit new volunteers each year.
4. We provide orientation and training for our volunteers.
5. We regularly recognize and/or reward our volunteers.

IX. Community Partners

1. I am familiar with the organizations that work as our partners.
2. We actively engage in partnerships/collaborations when appropriate and feasible.

3. We engage in a variety of partnership relationships ranging from simple communication to cosponsoring events.
4. We explore the full range of partnership benefits including sharing/exchange of material, human, and financial resources.

X. Services

1. We circulate flyers, newsletters, brochures, etc. for state and national organizations as appropriate.
2. We belong to one of more service organizations that I am aware of.
3. Someone from Tai Chi Youth attends at least one workshop, conference, or meeting each year.

XI. Evaluation

1. The TCY Board of Trustees regularly evaluates the TCY Executive Director, TCY programs, and activities of the organization.
2. When possible, we ask audience members to evaluate the programs they attend.
3. Committees are regularly involved in evaluation.
4. TCY Staff (if applicable) provide evaluations to the TCY Board.