



Organizational Sustainability

Checklist

Description	Yes	In Part/ Under- way	No	Priority/ Comment
Organizational Foundation and Strategic Direction				
Strategic plan is in place and is actively followed				
The mission statement is regularly reviewed for relevance and inspiration				
The organizational shortcomings are identified and we have a plan to address them				
Board Effectiveness				
Board evaluates the ED annually on performance/achievement of strategic goals				
Board is satisfactorily performing its major governance jobs (financial oversight, executive support and oversight, strategic planning)				
The entire Board is engaged in governance duties and a quorum is reached at every Board meeting				
The Board has designed funds for executive severance				
Bench Strength				
Leadership talent recruitment and development is aligned with organizational strategies				
Senior management functions as a high-performing team (solid team culture in which members support one another, can lead organization in the absence of the executive, and have the authority to carry out decisions within respective areas of responsibility)				
Staff have professional development plans and regular supervision				
All staff have up to date job descriptions				
The distinct job roles and responsibilities of senior staff are understood and in alignment with each other				
Senior program and administrative staff have documented the key processes and trained others to conduct duties in an emergency				

Agency has process for identifying & grooming staff into leadership positions				
Emergency succession plan is in place				
Board has discussed the attributes unique to the ED that will require replacement in a transition				
Cultural Competence				
Agency has an understanding and culture of shared leadership				
Agency regularly assesses for structural inequities including equal employment opportunity, diversity, and effective management practices				
Agency has ways to give its constituents a voice				
Financial and Operational Systems				
Financial systems are strong (financial reports are up-to-date and provide the data needed for the board and senior managers)				
An audit is conducted annually with clean results				
Financial reserve is in place (at least 3 months operating capital)				
Operations manual exists for key administrative systems and is easily accessible and up-to-date				
Funding and Economic Stability				
The agency is respected by its funders				
The agency has a current fund development plan				
The agency's funding is adequately diversified				
Community Relationships				
The agency is known for strong, effective partnerships and/or cooperation with other non-profits, with clear results				
The agency has positive relationships with politicians/public policy makers				
The agency has strong media contacts				
Another staff or board member shares external relationships, such as major donors, funders, community leaders, beyond the ED				

Adapted from CompassPoint Nonprofit Services