

How are your vital signs?

INSTRUCTIONS

This evaluation should be done by each member on her own (perhaps at home before the meeting). Simply circle the number under the column which most closely indicates your response to each statement. To determine your score use the chart on page 7. Total the numbers you have circled for each set of five questions. Insert the totals at the bottom of each column A through H.

To get your group average, collect the totals of each person for each column and divide by the number of people in your group. A score of less than 20 indicates that you might be doing better in a particular area (eg. EVALUATING - D). A score of 20 or more suggests you're doing O.K. Did you find any problem areas?

This exercise was developed by the Ontario Ministry of Citizenship and Culture.

| Statements | Always True 5 | Mostly True 4 | Sometimes True 3 | Rarely True 2 | Never True 1 |
|--|------------------|------------------|---------------------|------------------|-----------------|
| 1. Information on community needs and resources is collected yearly and is easily accessible. | 5 | 4 | 3 | 2 | 1 |
| 2. We spend adequate time considering community needs and relating our plans and priorities to the needs. | 5 | 4 | 3 | 2 | 1 |
| 3. We ask people in our organization what they think our organizational needs and priorities are. | 5 | 4 | 3 | 2 | 1 |
| 4. We are interested in how people feel about belonging to this group. | 5 | 4 | 3 | 2 | 1 |
| 5. We collect information on what our members want and need. | 5 | 4 | 3 | 2 | 1 |
| 6. The purposes and goals of our organization, each program, and each committee, are identified. | 5 | 4 | 3 | 2 | 1 |
| 7. We consider past performance, needs, our resources, and then set objectives. | 5 | 4 | 3 | 2 | 1 |
| 8. Our plans clearly identify objectives, tasks, who will do what, and target dates for review and completion. | 5 | 4 | 3 | 2 | 1 |
| 9. Our plans are based on careful consideration of alternatives. | 5 | 4 | 3 | 2 | 1 |
| 10. When work is allocated, people make sure the work loads are realistic and agreed to. | 5 | 4 | 3 | 2 | 1 |
| 11. People follow through on plans and commitments. | 5 | 4 | 3 | 2 | 1 |
| 12. People's efforts are co-ordinated. | 5 | 4 | 3 | 2 | 1 |
| 13. People are advised when problems arise in implementing plans. | 5 | 4 | 3 | 2 | 1 |
| 14. Appropriate people are consulted before plans are changed. | 5 | 4 | 3 | 2 | 1 |
| 15. People work together on problems that arise as conditions change or as plans are implemented. | 5 | 4 | 3 | 2 | 1 |
| 16. Every year, we review the previous year's objectives, accomplishments and methods to identify needed changes. | 5 | 4 | 3 | 2 | 1 |
| 17. Each year, we review what each executive member and each committee person did in the previous 12 months to assess strengths and weaknesses in what was done and how it was done. | 5 | 4 | 3 | 2 | 1 |
| 18. Each sub-group of the organization (committees, program groups, etc.) evaluates past activities. | 5 | 4 | 3 | 2 | 1 |
| 19. The strengths and weaknesses of our meetings are regularly evaluated. | 5 | 4 | 3 | 2 | 1 |
| 20. We provide time to learn from past experience. | 5 | 4 | 3 | 2 | 1 |
| 21. We maintain regular contact with other organizations (funders, similar organizations) to keep them informed. | 5 | 4 | 3 | 2 | 1 |
| 22. Inside this organization, people provide each other with adequate information for problem solving and planning. | 5 | 4 | 3 | 2 | 1 |
| 23. When people tread on each other's toes, the situation is handled respectfully and effectively. | 5 | 4 | 3 | 2 | 1 |
| 24. People say what they think and feel, in a way that promotes problem-solving. | 5 | 4 | 3 | 2 | 1 |