

ORGANIZATIONAL CAPACITY ASSESSMENT

A. GOVERNANCE

Objective: Assess the clarity of the organization's motivation, purpose, and stability by reviewing its guiding principles, structure, and oversight mechanisms.

A1. Vision, Mission, and Values

Objective: To create a sense of shared ownership and common commitment to activities through articulated and shared goals.

Subsection Checklist	Yes	No	N/A	Comments
Does the organization have a vision statement, mission statement, and statement of values?				
Are the vision and mission used to set priorities? If so, please describe how.				
Are these statements posted openly in the office or somewhere that staff and visitors can see?				
Does the organization regularly review the vision and mission statements (for example, in conjunction with strategic and/or operational planning)?				

A2. Governing or Advisory Board

Objective: Ensure that governing or advisory boards are committed to the organization and bring relevant knowledge and experience, provide guidance, support, and oversight to the organization's staff and operations.

Subsection Checklist	Yes	No	N/A	Comments
Does the board have clearly defined terms of reference (TOR) that detail its primary duties?				
Are board roles clearly differentiated from the executive roles?				
Are there clear and documented criteria for becoming a board member?				
Are there term limits and a system for electing or approving board members?				
Does the board meet regularly and document its decisions with minutes?				
How are board members involved in strategic planning, resource mobilization, and developing and approving organizational policies and budget and annual financial statements?				

A3. Succession Planning

Objective: To assess the organization's ability to continue smooth operations and to manage programs in the event of an absence of, or shift in, leadership.

Subsection Checklist	Yes	No	N/A	Comments
Is there a deputy (vice) or other staff/board member who can fulfill the duties of the Chairman/President for short or long periods?				
Does the organization support capacity-building to ensure that others are able to take on or assist with the key functions of the organization's leadership (fund-raising, operations, and program quality)?				
Is there a documented succession plan for the Chairman/President?				
Is there a plan for handling a transition process.				

Organizational Capacity Assessment Tool

B Lingard



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