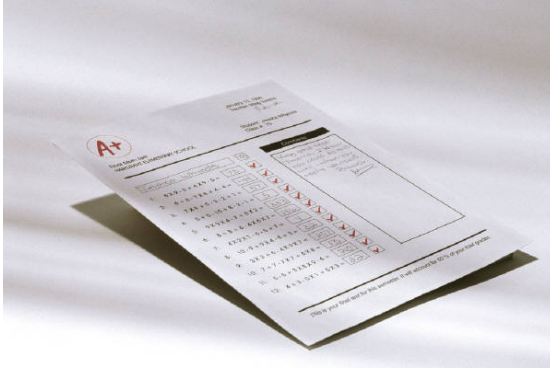


Organizational Assessment Program



The Wyoming Association of Nonprofit Organizations was formed in 2005 to strengthen and support nonprofit organizations and serve as a voice for the sector. One of the services offered to members is the Organizational Assessment Program. Professionals with experience in various aspects of

nonprofit management will meet with representatives of a nonprofit organization and develop recommendations to address the specific needs or issues identified, including identifying resources for follow-up support.

Overview

A nonprofit organization invites a Resource Team (2 members) to visit their organization and community for a 2 day objective assessment. Prior to the site visit, the nonprofit will be asked to complete a brief questionnaire and submit supporting documents for the team to review. The components of the site visit include a tour of the community and nonprofit operation, and interviews with the executive director, board members, staff, and community members. At the conclusion of the site visit, the resource team will share a preview of their recommendations with the nonprofit director and board chair and/or full board of directors. Approximately 2-3 weeks following the resource team visit, WANO will present a written report, with recommendations and resources to address issues identified.

Benefits

- Addresses the critical issues of the nonprofit organization
- Cost-effective
- Objective, credible, peer review
- Offers short-term analysis and long-term support

Organizational Assessment Program

Responsibilities: Nonprofit Organization

- Obtain board approval and staff support for the site team visit
- Complete questionnaire and provide supporting documents in advance
- Coordinate community tour and other logistics for the resource team visit
- Provide meeting space, meals and lodging for the resource team
- Print and distribute final report to board members
- Provide a progress report to WANO one year after visit

Responsibilities: Resource Team Members

- Review nonprofit application and supporting documents prior to site visit
- Assess the nonprofit organization in 8 categories: Legal, Governance, Planning, Program evaluation, Human resources, Finance, Marketing & public relations, Information management/technology, Insurance, Facilities
- Report findings, recommendations and resources for follow-up
- Maintain confidentiality

Selection Process for Nonprofits

1. Interested WANO member organizations will be asked to submit an application to the WANO coordinator. A committee will review the applications and rank the applications according to need, demonstrated commitment to the process, and other criteria as appropriate.
2. The committee will recommend at least two organizations to the WANO board for approval.
3. The WANO coordinator will recruit an assessment team of 2 members per project, identify a team leader, and schedule the site visits.

Selection of Assessment Teams

WANO will invite board members, nonprofit directors, consultants, and others interested in serving on an assessment team to submit their resumes. WANO will compile a database of volunteers that can be sorted by areas of expertise and geographic location. Following the initial pilot project, a training session will be held for prospective team members. When organizing site visits, WANO will select a team leader that has previous experience as a member of a resource team.

Evaluation

Following each assessment, the primary contact for the nonprofit organization and members of the resource team will be asked to complete an evaluation form.