

## COALITION SELF-ASSESSMENT TOOL

Completing this checklist will provide a general picture of the coalition's stage of development and may point out areas in which technical assistance, training, or other support is needed. For each characteristic listed, simply put a check mark in the box that most appropriately indicates the presence or absence of the characteristic in the coalition you are assessing: Absent, Present but limited, Present, or NA (not applicable at this stage of development). If you don't know, or are not sure, if a characteristic is present, check Don't Know.

This survey is anonymous. Please do not put your name on the document.

Coalition Characteristics	Absent	Present but Limited	Present	NA	Don't Know
<b>Coalition Participants</b>					
<b>Lead Agency</b>					
1. Provides management-level commitment and support to the coalition					
2. Commits personnel and financial resources to the coalition					
3. Has knowledge of coalition-building process					
4. Has collaboration experience					
5. Replaces agency representative if vacancy occurs					
6. Trains successive lead agency					
7. Remains involved when no longer the lead agency					
<b>Staff</b>					
1. Has knowledge of coalition-building process					
2. Demonstrates skill in writing proposals and obtaining funding/resources					
3. Offers training to members as appropriate					
4. Has training in assessment and research methods					
5. Encourages collaboration and negotiation					
6. Communicates effectively with members					

Coalition Characteristics	Absent	Present but Limited	Present	NA	Don't Know
<b>Leaders</b>					
1. Are committed to the coalition's mission					
2. Provide leadership and guidance in the maintenance of the coalition					
3. Have appropriate time					
4. Plan effectively and efficiently					
5. Have knowledge in the content area					
6. Demonstrate flexibility					
7. Demonstrate a sense of humor					
8. Promote equal status and collaboration among member organizations					
9. Are adept in organizational and communication skills					
10. Work within influential political and community networks					
11. Are competent in negotiation, problem solving and conflict resolution					
12. Are attentive to individual member concerns					
13. Are effective in managing meetings					
14. Are adept in garnering resources					
15. Value members' input					
16. Recognize members for their contributions					
<b>Members</b>					
1. Share coalition's mission					
2. Have a variety of resources and skills to offer					
3. Clearly understand their roles					
4. Actively plan, implement, and evaluate activities					
5. Assume lead responsibility for tasks					
6. Share the workload					
7. Are regularly involved in meeting and/or activities					
8. Communicate well with each other					
9. Feel a sense of accomplishment					
10. Seek out training opportunities					

Coalition Characteristics	Absent	Present but Limited	Present	NA	Don't Know
<b>Coalition Structure</b>					
1. Has by-laws/rule of operation					
2. Has Mission statement in writing					
3. Has goals and objectives in writing					
4. Provides for regular, structured meetings					
5. Establishes effective communication mechanisms					
6. Has organization chart					
7. Has written job descriptions					
8. has a core planning group					
9. Has committees					
<b>Coalition Process</b>					
1. Has processes for decision making					
2. Has processes for problem-solving and conflict resolution					
3. Has process for resource allocation					
4. Has mechanisms for evaluation					
5. Has a mechanism for accountability of members completing assignments in a timely manner					
6. Has a mechanism for new member orientation					
7. has a mechanism for training members					
<b>Stages of Coalition Development</b>					
<b>Formation</b>					
1. Permanent staff is designated					
2. Membership is broad-based (includes community leaders, professionals, grass-roots community organizers who represent the target channels and population, etc.)					
3. There is a designated office and/or meeting space					
4. Coalition structures are in place (see 1- 9 under "Coalition Structure" above)					
<b>Implementation</b>					
1. Coalition structures are in place (see 1-7 under "Coalition Processes" above)					
2. Needs assessment is conducted					
3. Strategic Plan for implementation is developed					
4. Strategies are implemented as planned					

