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, simple 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
Coalition Participants					
Lead Agency					
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					
Staff					
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	Present	NA	Don't Know
T 1		Limited			
Leaders					
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					
Members					
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	Present	NA	Don't Know
		Limited			
Coalition Structure					
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					
Coalition Process					
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					
Stages of Coalition Development					
Formation					
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					
Implementation					
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					

Coalition Characteristics	Absent	Present but Limited	Present	NA	Don't Know
Maintenance					
1. Strategies are revised as necessary					
2. Financial and material resources are secured					
3. Coalition is broadly recognized as an authority on the issues it addresses					
4. Numbers of members are maintained or increased					
5. Membership benefits outweigh the costs6. Members agree to disagree					
7. Coalition is accessible to the community					
8. Accomplishments are shared with members and community					
Institutionalization					
1. Coalition is included in other collaborative efforts					
2. Coalition's sphere of influence includes state and private agencies and governing bodies					
3. Coalition has access to power within legislative and executive branches of agencies and the government					
4. Coalition activities are incorporated within other agencies or institutions					
5. Long-term funding is obtained6. Mission is refined or changed to					
encompass other populations and issues.					

Comments: