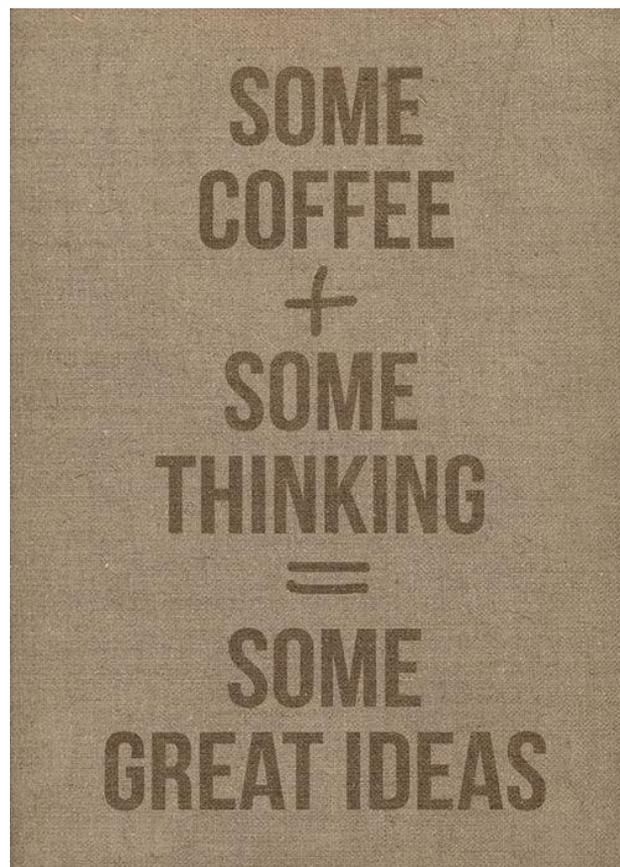


Self Assessment Workplan

Our Process



The Tool- Our thoughts/Feedback

1. Self reflection and areas of improvement
2. One spot for everything- Always refer back!
3. Take the time to focus on infrastructure, be intentional
4. What we wished we had in the tool
 - a. We suggested providing a schedule/rough timeline for organizations on how to use this tool to make it less overwhelming and to give a bit more structure.
 - b. Encourage organization to share their ratings and next steps. To be used as a reference point for other organizations who need some guidance and support

What we found through the process:

1. Infrastructure = solid foundation

1. Know thy financial policies

1. Get it in writing

Our Plan:

1. We are currently working on a powerpoint deck for the board to review
1. We are also creating a timeline of implementation
1. Including items for improvement in our strategic plan

Governance

The objective of this section is to assess the clarity of the organization’s motivation, purpose, and stability by reviewing its guiding principles, structure and oversight mechanisms.

<p>Basic- Has one of the following: mission, vision, or statement of shared values.</p>	<p>Moderate- Has a mission and vision statement that staff are familiar with. These are occasionally referred to during program planning.</p>	<p>Robust- Clear statements of vision, mission, and organizational values. Shared and understood by staff, beneficiaries and other stakeholders</p>
<p>The organization's legal status and registration are not current or known to representatives</p>	<p>The organization is legally registered and in compliance with all relevant laws and regulations</p>	<p>Organization is legally registered, has appropriate tax status and complies with its legal, tax, statutory, and labor obligations.</p>
<p>No functioning board, or the board membership is small, static, and made up only of people with personal ties</p>	<p>A committed board, but lacks some relevant experience Meetings are held periodically Inconsistent level of involvement with the organization</p>	<p>Strong diverse board, regular and well-documented meetings.</p>
<p>The organization is completely dependent of the Executive Director for key functions. The organization would cease to function without the executive Director</p>	<p>Organization is somewhat dependent on the executive director, particularly for relationships with donors and stakeholders.</p>	<p>Reliant but not dependent on the Executive Director. A plan in place for succession.</p>

Governance Cont.

Where did HFH land:

Our average score was a 4 on a scale from 1-5, 5 being Robust.

We found that we had many of the necessary pieces in place however the following are pieces that we will be working on in the next 12 months.

1. Continue to refine as we gain more clarity about the vision and future of Hunger Free Heartland.
2. Continue to be open and transparent through the process.
3. Complete an Audit
4. Review HR policies and ensure that everything is in writing and in the employee handbooks
5. Incorporate the Board into reviewing filings (such as 990's and all tax filings) and Audits
6. Diversify representation of the Nebraska community, specifically minority groups
7. Incorporate advisory groups that represent client voice
8. Further refinement of policies/succession plan
9. In the next strategic plan - include goals for infrastructure (staffing)

Administration

The objective of this section is to assess the organization's capacity to develop and use key policies, procedures and systems to manage its general operations and functions.

Basic-	Moderate-	Robust-
There is an informal structure	There is a basic Structure, but it is incomplete	There is a well defined structure in line with the organization's mission and goals.
There are no documented policies and procedures	Departments and their functions are not well-defined, nor are lines of communication and responsibility across departments.	Departments and functions are defined and lines of communication and coordination are clear.
There is no organizational filing system or person responsible for filing.	Some documented policies are compliant with country and/or donor regulations. Staff are trained/oriented to procedures, but adherence is inconsistent. No process for review or updating policies or procedures.	Complete and appropriate procedures are known by staff and where appropriate, in line with donor or local regulations
	There's documentation of some information system policies and procedures.	Policies and procedures are consistently adhered to, reviews and updated.
	A staff member is responsible for managing the information system.	There is a master information system that supports operations and programs at a high level of functionality Staff are oriented to how to use it and a staff member manages the system.

Administration Cont.

Where did HFH land:

Our average score was a 2.7 on a scale of 1 to 5, a 5 being Robust.

This section requires some growth and refinement over the next 12 months. The following are steps that will be taken to ensure that we reach at a minimum moderate standing.

1. Creation of formal partnership agreements
2. Organizational chart, with growth areas created
3. Expand on current policies and procedures. This includes but is not limited to financials, travel and staff internal and external procedures.
4. Creation of a feedback loop to ensure compliance and opportunities for growth.
5. Creation of a clear filing system that is managed by staff.
6. Ensure that all electronic files are backed up.



Practical Application!

Community Asset Mapping:

Importance: Community Assessments are a crucial part of organizing communities for change and identifying a successful anti-hunger strategy. Community assessment deepen understanding of your community including strengths, needs, culture, relationships, history, assets, social structure and conflicts.

Community Asset Mapping

Basic-
Have not Assessed
community assets.

Have not taken on any
analysis of gaps in anti-
hunger services.

Have not engaged directly
with community
members re: community
needs.

Moderate-
Basic Understanding of the anti-
hunger landscape, but little
engagement with community
asset mapping framework.

Robust-
Undergone a process of
community asset mapping
and have a robust
understanding of the local
anti-hunger landscape and
nutrition services available.

Understand the gaps in the
local food system and have
begun to identify potential
community resources or
assets that can be utilized to
fill gaps.

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Go to the rating that BEST describes your organization.

In your Group

1. Walk through the questions on the handout
1. Brainstorm: How could your group get to where it wants to be?
1. What resources are required to get there?
1. How would go about implementing your steps?

Questions?

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