

Advisory Council Self-Assessment

Rate the activity performance of your Advisory Council and note Suggested Improvements

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
	<i>Advisory Council Recruitment/Orientation:</i>					
1.	Council Members reflect the demographic diversity of the community.					
2.	The membership of the Council includes the diversity of skills and experience needed to meet the Council’s goals.					
3.	There is a mutually satisfying method for selecting and utilizing new Council members.					
4.	The Council member recruitment process is active and on-going.					
5.	Council prospective members are invited to observe a Council meeting.					
6.	New Council members receive a manual informing them of the duties of the Council and are oriented to the structure and work of the program and the sponsor.					
7.	Council members have an Advisory Council Handbook.					

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
1.	<i>Advisory Council Conduct/Behavior:</i> Council members build relationship and work together as a team to accomplish goals.					
2.	Council members conduct themselves in a manner conducive to council leadership effectiveness -- i.e., attend, prepare, participate.					
3.	Each member of the Council is active and serves on at least one standing committee.					
4.	Every member is valued and the Council has a procedure to call upon members who are absent.					
5.	Council members are recognized and thanked for their service.					
6.	Council members treat each other with respect and communicate effectively with one another.					
7.	The Council communicates effectively with the Project Director.					
8.	The Council decision-making process is a clear and widely known process both at the standing committee and Council levels.					

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
	<i>Advisory Council Roles and Responsibilities:</i>					
1.	Council members clearly understand their roles.					
2.	The Council does short and long term-planning.					
3.	Council members are familiar with the NSSC program and visit one volunteer site annually.					
4.	The Council conducts an annual review of its work and performance.					
5.	The Council with <i>input</i> by the Project Director, conducts the annual program evaluation which is submitted to the Corporation.					
6.	The Council includes a reasonable number of members who provide or solicit financial support for the program.					
7.	Council members are knowledgeable about the project's place in the community, trends in society affecting the field of service, and focus upon long-range, important issues.					
8.	The Council has a clearly-defined relationship with the sponsor's Board of Directors and communicates regularly with the Board.					

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
1.	<p><i>Advisory Council Operation:</i></p> <p>The Council operates under a clear and up-to-date set of by-laws with which all members are familiar. Council members receive an agenda with related background materials in a timely manner in advance of the meeting.</p>					
2.	The Council has a number of standing committees which advance the goals of the Council and report back to the Council.					
3.	The frequency of Council meetings are considered appropriate in number.					
4.	Council meeting agendas are effectively designed.					
5.	Council members receive agendas with related background materials in a timely manner in advance of the Council meeting					
6.	Financial and standing committee reports are given regularly.					
7.	The Council follows through and completes “old” business.					

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
8.	<i>Advisory Council Operation (continued):</i> The Council has a set of expectations and job descriptions.					
9.	Council members are elected for specific terms and are limited as to how many consecutive terms they can serve.					
10.	The Council operates according to the Program Handbook.					

Adapted by Campaign Consultation, Inc. from "Assess Your Board: A Worksheet, Public Management Institute", San Francisco, CA. "Board and Administrator", An Aspen Publication, December 1999; Special thanks for input by Gloria Sokolowski and Vicki Hover