

Association Management Checklist

23 Management & Governance Items	Doesn't Apply / Not sure	OK but needs work	So good we brag about it!
1. Our public policy voice reflects the knowledge & commitments of our constituents			
2. Our programs, services, and activities demonstrate a strong commitment to our constituencies			
3. We are strengthening a field of endeavor through research, publications, and communications			
4. We build networks of experts to achieve our goals			
5. We have alliances that support short-term objectives or long-term commitments to creating a shared future			
6. Our mission statement is a clear commitment to deliver specific benefits to members and others			
7. We communicate well with others who also serve our members and customers			
8. We work with our members and funders to improve their performance and community standing			
9. We research our actual and potential markets and customers for new opportunities			
10. We regularly re-think our constituency needs and interests in all areas of their activities			
11. Strategic planning is a regular part of our Association work			
12. We evaluate our planning effectiveness regularly			
13. We produce observable results for individuals, organizations, and/or institutions			
14. We have regular meetings, memos, or newsletters to support everyone in aligning toward mission results			
15. Our Association goals are set, posted, and discussed in regular staff, committee, and board meetings			
16. Managers and staff are held to account for mission-relevant performance results			
17. Personnel duties include responsibility for results with due-dates and required communications			
18. We evaluate group and individual performance regularly			
19. We train staff and volunteers in key jobs to develop leadership and communication effectiveness			
20. All staff and volunteer jobs include financial accountabilities			
21. We keep everyone aware of regular budget updates and monitor cost and profit centers and cash flows			
22. We use a common scheduling system and have standardized some types of internal communications			
23. We evaluate our organizational structure, functions, and activities to improve systems and practices			