

Organization Checklist

By Campbell Rodriguez

- ☐ Board of Directors
 - ☐ Know its roles and responsibilities as a governing body.
 - ☐ Review the organization's bylaws regularly and update them as needed.
 - ☐ Serve as ambassadors and advocate for the organization with the community.
 - ☐ Hold itself accountable.
 - ☐ Treat the CEO with respect.
- ☐ Employees
 - ☐ Are fairly and reasonably compensated.
 - ☐ Are evaluated regularly and fairly based on the staff policies and job descriptions.
 - ☐ Are sufficiently and adequately trained to do work.
 - ☐ Have adequate offices and equipment.
- ☐ Planning
 - ☐ Organization is engaged in financial and strategic planning.
 - ☐ Organization plan regularly and make updates when necessary.
 - ☐ Have sufficient resources to achieve the plans.
 - ☐ Have diversified and sustainable resources.
 - ☐ Have a fundraising plan that is used.
 - ☐ Grants are written professionally and submitted on time.
- ☐ Marketing
 - ☐ Know and understand its audience.
 - ☐ Conduct regular research about best ways to market.
 - ☐ Organization's website is current, easy to navigate and represents the organization well.
 - ☐ There are sufficient resources to market appropriately.
- ☐ Advocacy
 - ☐ Board members participate in local, state and national arts advocacy.
 - ☐ There is a written plan for arts advocacy.
 - ☐ Advocacy training is provided.

- ☐ Partner with others to create a strong, unified advocacy voice for local and statewide issues.