



Organizational Functions

The following are the functional areas of every community benefit organization. As you examine capacity in the organization, these are the areas you will analyze.

➤ Program

- Are the programs / services themselves meeting the community's needs / aiming for the community's highest potential?
- What risk / liability issues could harm the effectiveness of our programs?

➤ Personnel

- What will it take to ensure we have the staff (and staff support) to accomplish the goals for each program, and for the organization overall?
- What risk / liability issues re: personnel could harm our efforts?

➤ Facilities & Equipment

- What facilities / equipment will it take to ensure we can accomplish all our goals for each program?
- What risk / liability issues re: facilities and equipment could harm our efforts?

➤ Administrative Needs

- What administrative support will it take to ensure we can accomplish the goals for each program, and for the organization overall?
- What risk / liability issues re: our administrative support could harm our efforts?

➤ Regulatory Compliance

- Are we addressing regulatory issues (IRS / Licensure / Accreditation, other regulatory issues specific to our organization) in a way that ensures we can accomplish the goals of each program and the organization overall?
- What risk / liability issues re: regulatory compliance could harm our efforts?

➤ Engagement with Existing Supporters

- Are our supporters engaged in what our organization is accomplishing? Are they engaged with our vision for improving our community's quality of life?
- How do we limit risk / liability re: engaging with our supporters?

➤ Engagement with the Community at Large

- Are our programs built by engaging the community at large? Is the community an integral part of our organization's work?
- How do we limit risk / liability re: community engagement?

➤ Internal Communications

- Are internal lines of communication open and authentic across all levels of the organization?
- Does everyone have the information they need to do their jobs?
- How do we limit risk / liability re: internal communications issues?

➤ Cultural Competence

- Do all our programs / services reflect the diversity of our community?
- Are our programs / services advancing the cause of inclusion in the community?
- What risk / liability issues re: cultural competence could harm our efforts?

➤ Financial Capacity

- What will it take to ensure we have sufficient resources and strong financial management to sustain our mission and accomplish our goals?
- What risk / liability issues re: financial matters could harm our efforts?

➤ Board Mechanics

- Does the board have everything it needs to ensure it can govern accountably?
- What risk / liability issues re: governance could harm our efforts?