**FORM 5**

**Municipal Alliance Committee Capacity Assessment Tool**

**Alliance Name: County: Grant Year:**  **Last Updated: \_\_\_\_\_**

The assessment tool serves as BOTH a tool to evaluate the current capacity of the Municipal Alliance Committee and a resource to build-up and strengthen the structure and function of the Committee. The goal is to increase the Municipal Alliance’s community identity and participation to affect community-wide change.

* At a minimum, the assessment check list must be completed and included in the Strategic Plan and annual updates
* On a quarterly basis, it is recommended that the Municipal Alliance Committee will evaluate their Improvement Plan section.
* At a minimum, the outcomes of the Improvement Plan section will be reviewed by the county at the annual Site Visit.

It is important that the Improvement Plan be reassessed on a regular basis as capacity building is an ongoing and fluid process which is subject to both internal and external changes.

***Overall Section Score***: Committee Members rate the Municipal Alliance’s overall score in each category.

Scores are rated ‘1 through 5’; 5 is the highest score and 1 is the lowest score.

All categories rated 2 or below must be addressed in the improvement plan section

The committee may choose to strengthen any categories rated ‘3’ or above

Date of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of members participating in the assessment: \_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Category*** | ***Considerations*** | ***Overall Section Score*** | ***Successes/Challenges/Comments*** | ***Improvement Plan***  ***Steps to build & strengthen structure and function.*** |
| **A. Membership**  (see suggested sectors on Form 3) | 1. All sectors are represented on the committee 2. Community cultural demographics are represented on the committee. 3. The committee encourages collaborations with community partners. 4. Diversity issues are discussed at meetings. 5. Cultural sub-groups are included in all aspects of the SPF (i.e. assessment, planning, implementation, evaluation, etc.) to insure cultural relevance. 6. Members receive copies of membership listing. |  |  |  |
| **B. Meeting Place/Time & Room Preparation** | 1. The meeting site is appropriate in size/location and represents the group as a Municipal government organization. 2. The meeting time fits-in with member schedules. 3. There is adequate signage: Members/ public easily locate the meeting place. 4. There is adequate seating prepared prior to the start of the meeting. The seating arrangement is conducive to discussion. 5. Sign-In Sheets, Agendas, and Hand-Outs are visible and available. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C. Vision & Mission Statements**  **and Bylaws** | 1. The Municipal Alliance has Vision and Mission Statements. 2. The Municipal Alliance’s Bylaws are current. 3. Members have copies of the Vision and Mission Statements and Bylaws. 4. The Vision and Mission Statements are available at each meeting. |  |  |  |
| **D. Welcome** | 1. Current literature hand-outs about the Municipal Alliance are on file. 2. Special attention is given to New Members, Public Participants, Presenters, and Visitors at meetings; and they receive Alliance information. 3. Round Table introductions are conducted prior to start of each meeting. |  |  |  |
| **E. Decision Making** | 1. A clear summary statement (motion) is presented to members prior to a vote. 2. All members are given an opportunity to express opinions and participate in discussions. |  |  |  |
| **F. Program Information and Outcomes** | 1. Members are informed of activity/program descriptions, progress, and outcomes at each meeting. |  |  |  |
| **G. Correspondence** | 1. Meeting reminders/follow-up and meeting minutes are sent to all members. 2. Alliance Correspondence (Local, County, State) is shared with members. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H. Training** | 1. Training opportunities are available for members. Cultural Competency training is provided and new members are oriented. |  |  |  |
| **I. Acknowledgements** | 1. The committee has a process in place for recognizing the efforts of volunteers or community partners. |  |  |  |
| **J. Feedback** | 1. Members are encouraged to make suggestions and share ideas regarding the organizational structure of the committee. |  |  |  |
| **K. Resources and Collaborations** | 1. The Municipal Alliance maintains a list of membership resources (See Community Anti Drug Coalitions of America “*Capacity Primer*” p. 12-18 and Appendix 2 of the Guidelines) 2. The Municipal Alliance informs the governing body of programs and activities. 3. Community organizations are invited to Municipal Alliance Committee meetings to discuss ATOD issues and resources. 4. There is a listing of current Community Resources to build community partnerships. 5. The Municipal Alliance supports other community organizations’ ATOD prevention programs. |  |  |  |
| **L. Subcommittees** | 1. The Municipal Alliance creates subcommittees when appropriate to achieve the program and activity goals. Relevant non-members are considered for inclusion on the subcommittee. |  |  |  |
| **M. Other Suggestions** |  |  |  |  |