**Worksheet 9: Well-Being Committee Self-Assessment**

Once your committee is up and running, it is a good idea to check back in with committee members to make sure everyone is comfortable with the process. This survey will help you assess what is working and what needs improving. Distribute copies of this survey at your next committee meeting and encourage all members, staff, and leaders to complete the survey.

This survey is anonymous. Please do not put your name on the document. Please select the option that best describes you:

□ I attend all committee meetings □ I attend some committee meetings

□ I attend most committee meetings □ I rarely attend committee meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff (Director and Other Paid Staff)** | **Always** | **Sometimes** | **Rarely** | **NA** | **Don’t Know** |
| Have knowledge of collective impact process | □ | □ | □ | □ | □ |
| Promote equal status and collaboration among member departments and organizations | □ | □ | □ | □ | □ |
| Recognize members for their contributions | □ | □ | □ | □ | □ |
| Are committed to the committee’s vision/mission | □ | □ | □ | □ | □ |
| Can get needed resources | □ | □ | □ | □ | □ |
| Work with influential leaders and campus networks | □ | □ | □ | □ | □ |
| Encourage collaboration and negotiation | □ | □ | □ | □ | □ |
| Communicate effectively with members | □ | □ | □ | □ | □ |
| Are effective in managing meetings | □ | □ | □ | □ | □ |
| Demonstrate flexibility | □ | □ | □ | □ | □ |

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| --- | --- | --- | --- | --- | --- |
| **Leaders (Subcommittee Chairs and Others)** | **Always** | **Sometimes** | **Rarely** | **NA** | **Don’t Know** |
| Are committed to the committee’s mission | □ | □ | □ | □ | □ |
| Provide leadership and guidance in the maintenance of the coalition | □ | □ | □ | □ | □ |
| Have appropriate time to complete tasks | □ | □ | □ | □ | □ |
| Plan effectively and efficiently | □ | □ | □ | □ | □ |
| Have knowledge in the content area | □ | □ | □ | □ | □ |
| Have good organizational and communication skills | □ | □ | □ | □ | □ |
| Are competent in negotiation, problem-solving, and conflict resolution | □ | □ | □ | □ | □ |
| Recognize members for their contributions | □ | □ | □ | □ | □ |
| Promote equal status and collaboration among department and member organizations | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Members** | **Always** | **Sometimes** | **Rarely** | **NA** | **Don’t Know** |
| Are dedicated to the committee’s mission | □ | □ | □ | □ | □ |
| Have a variety of resources and skills to offer | □ | □ | □ | □ | □ |
| Actively plan, implement, and evaluate activities | □ | □ | □ | □ | □ |
| Assume lead responsibility for tasks | □ | □ | □ | □ | □ |
| Share the workload | □ | □ | □ | □ | □ |
| Are regularly involved in meetings and/or activities | □ | □ | □ | □ | □ |
| Communicate well with each other | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overall Committee Characteristics** | **Yes** | **Somewhat** | **No** | **NA** | **Don’t Know** |
| Has vision/mission statement in writing | □ | □ | □ | □ | □ |
| Has goals and objectives in writing | □ | □ | □ | □ | □ |
| Provides regular, structured meetings | □ | □ | □ | □ | □ |
| Has committees | □ | □ | □ | □ | □ |
| Has processes for decision-making | □ | □ | □ | □ | □ |
| Has mechanisms for new member orientation | □ | □ | □ | □ | □ |
| Membership is broad-based | □ | □ | □ | □ | □ |
| Conducts regular needs assessment | □ | □ | □ | □ | □ |
| Has a strategic plan for implementation | □ | □ | □ | □ | □ |
| Strategies are implemented as planned | □ | □ | □ | □ | □ |
| Strategies are revised as necessary | □ | □ | □ | □ | □ |
| Financial and material resources are secured | □ | □ | □ | □ | □ |
| Committee is accessible to the campus community | □ | □ | □ | □ | □ |
| Accomplishments are shared with members and campus/community | □ | □ | □ | □ | □ |
| Long-term funding is regularly sought and/or obtained | □ | □ | □ | □ | □ |
| Committee is included in other collaborative efforts | □ | □ | □ | □ | □ |
| Committee is broadly recognized as an authority on the issues it addresses | □ | □ | □ | □ | □ |

**Comments**

**Adapted from material in the public domain:**U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion. (n.d.). Healthy People 2020 Program Planning Tools. Retrieved June 2012, from http://www.healthypeople.gov.

**Original source:**
Office of National Drug Control Policy, Drug Free Communities, Grantee Training. (2009). *Coalition Self-Assessment Tool*. Retrieved July 1, 2010, from http://www.ondcp.gov/dfc/files/09\_training\_materials/self\_assessment\_tool.pdf.

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