

Management Effectiveness Audit

Are you managing effectively?

What are the key issues your organisation faces? - Complete the assessment questionnaire and consider what this tells you about where your organisation is and what action you need to take.

Taking stock

Listed below are twenty five statements about the management of your organisation.

Please score each statement as follows:

Score zero if you strongly disagree.

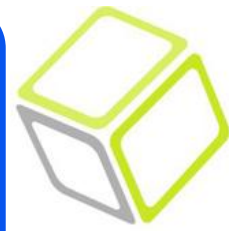
Score one point if you disagree.

Score two points if you sometimes agree or it is 'sort of' true.

Score three points if you agree

Score four points if you strongly agree. Your maximum score will be 100.

This analysis will tell you how you are doing overall, and will also identify specific areas to improve.



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STATEMENT	SCORE
1. Our organisation has a clear sense of purpose	
2. We have a clear long-term strategy for the next few years	
3. Our future strategy is understood by most people in the organisation	
4. Our future plans are realistic	
5. Our trustees understand their legal responsibilities	
6. Trustee meetings are productive	
7. The Trustees have a good mix of relevant skills and experience	
8. We have clear processes for making decisions	
9. Our organisational structure works well	
10. We have sound financial management systems	
11. We are good at costing our work	
12. Our financial reports are presented in a useful and clear way	
13. We have an effective fundraising strategy	
14. We have a broad range of funding sources	
15. We have good systems for monitoring and evaluating our work	
16. We are able to demonstrate the impact of our work	
17. We regularly review the risks involved in our work	
18. We have systems for keeping in touch with new trends and needs	
19. We are effective at marketing our work	



20. We understand our legal responsibilities as an employer	
21. Staff roles and responsibilities are clear	
22. Our systems and processes for handling staffing matters are effective	
23. Internal communication is usually good	
24. Team work in the organisation is usually good	
25. We have clear policies and agreed procedures covering the involvement of volunteers	

Total score

Use your analysis to identify weaknesses and decide on appropriate action.

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