

Organizational Structure Inventory Ohio Arts Council

This inventory is designed to help reveal the strengths and limitations of your current organizational structure. It may also serve as a document to guide future planning.

Human Resources

Board	Excellent	Sufficient	Insufficient
Professional expertise of board members			
Attendance rate at meetings by board members			
Level of engagement and involvement with organization			
Financial contributions made to the organization			
Recruitment and review procedures for board members			
Committee structure			
Board leadership			
Current by-laws and other legal documentation is in place			

Staff Expertise	Excellent	Sufficient	Insufficient
Experience in program planning and implementation			
Experience in financial planning and management			
Public relations experience			
Marketing experience			
Fund-raising experience			
Experience in designing and managing databases			
Understands and uses the latest technology tools			
Clerical support is available			
Volunteer coordination is in place			

Personnel Management	Excellent	Sufficient	Insufficient
A staff manual has been developed			
Formal hiring/firing procedures are in place			
Employees are evaluated on an annual basis			
Salaries are appropriate and competitive			
Employees have healthcare benefits			
A retirement plan is in place for employees			
Staff meetings are held on a regular basis			
Communication between board and staff			

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Facilities	Excellent	Sufficient	Insufficient
Private office space is available for executive staff			
Shared office space is available for administrative staff			
Small meeting rooms for seminars and workshops			
Mid-size auditorium (seating at 100-250)			
Large auditorium (251-500+)			
Storage space us available			
Restrooms			
Catering/Kitchen facility			
Accessible for people with disabilities			
Other			

Equipment	Excellent	Sufficient	Insufficient
Office Furniture			
Computer stations			
Printers			
Software			
Database system			
Graphic design/desktop publishing			
Spreadsheet/accounting			
Photo copying equipment			
Telecommunications system (voice mail, intercom, fax machines, email capability and Internet access)			
Organization has a website			
Audio/Video recording equipment			

Administration

Program Planning and Evaluation	Excellent	Sufficient	Insufficient
Formal planning processes are used (annual/seasonal)			
Surveys or other tools are used to gather feedback			
Audience data is collected and processed			
A program evaluation process is in place			

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Public Relations and Marketing	Excellent	Sufficient	Insufficient
A formal planning process is in place			
Surveys or other tools are used to gather market data			
Market data is collected and processed			
Members of the media are regularly contact about events			
Projects and events are marketed on a regular basis			
Ongoing publicity/marketing for the entire organization			
Formal evaluation processes are in place			
Print materials are attractive (stationary)			
Promotional materials (brochures) are effective and attractive			

Finance	Excellent	Sufficient	Insufficient
Annual budgeting procedures are in place			
Bookkeeping/accounting procedures are in place			
Earned income goals are met			
Organization operates without a deficit			

Fundraising and Development	Excellent	Sufficient	Insufficient
An annual fundraising and development planning process is in place			
Data on donors is collected and processed			
Annual fundraising goals are met			
New donors are cultivated			
Potential donors are asked to contribute			
Organization has secured funds from foundations			
Organization has secured funds from government sources			
Organization has secured funds from individual donors			