

# WATERSHED COUNCIL SELF-EVALUATION

PURPOSE: The self-evaluation tool is a means for watershed councils to assess their organizational capacity. OWEB has asked each council support grant recipient to complete a self-assessment and to address the results of the evaluation in a program action or work plan for the council. Once the evaluation is complete, your council will need to report the results and a plan of work to OWEB.

**INSTRUCTIONS: Each council member should fill out this form on their own. Please give your honest opinion - the form will not be turned in. You will use the checklist in a facilitated session with the whole group to identify shared concerns and items to address.**

*Oregon Revised Statutes (541.351 to .415) define a watershed council, the interests that shall be represented on a watershed council, and a reporting requirement to a county governing body. The following sets of questions were designed to help council members evaluate how they are addressing and meeting these requirements.*

## MEMBERSHIP

|   | Always | Sometimes | Never | Unsure | NA |
|---|--------|-----------|-------|--------|----|
| 1 Our group has a broad, diverse membership which represents most interests in the watershed. |        |           |       |        |    |
| 2 Our membership requirements are clearly defined and communicated.                           |        |           |       |        |    |
| 3 Members understand their responsibilities and roles.  |        |           |       |        |    |
| 4 New members are provided orientation and materials.   |        |           |       |        |    |

## PARTICIPATION

|   | Always | Sometimes | Never | Unsure | NA |
|---|--------|-----------|-------|--------|----|
| 5 Our group actively involves key people and community leaders in projects and/or activities. |        |           |       |        |    |
| 6 Our group members share a common vision and purpose.  |        |           |       |        |    |
| 7 Members are aware of and involved in projects and/or activities.                            |        |           |       |        |    |

## ACCOUNTABILITY

|  | Always | Sometimes | Never | Unsure | NA |
|--|--------|-----------|-------|--------|----|
| 8 The council reports progress and results to our county governing body. |        |           |       |        |    |
| 9 The council reports progress and results to all stakeholders.          |        |           |       |        |    |
| 10 Community members know how to contact our group.                      |        |           |       |        |    |

Comments:

## WATERSHED COUNCIL SELF-EVALUATION - Page 2

*Watershed Councils generally have bylaws and a mission-statement to guide their operations. Operations generally include meetings, relationships to staff and decision-making policies. The following sets of questions are intended to help your group review its operational procedures.*

### DECISION-MAKING

|   | Always | Sometimes | Never | Unsure | NA |
|---|--------|-----------|-------|--------|----|
| 11 Council members understand and use our chosen method of decision-making. |        |           |       |        |    |
| 12 Decisions are made fairly.   |        |           |       |        |    |
| 13 Decisions are evaluated with regard to our mission and vision.           |        |           |       |        |    |
| 14 Members know when a decision has been made.                              |        |           |       |        |    |

### MEETINGS

|  | Always | Sometimes | Never | Unsure | NA |
|--|--------|-----------|-------|--------|----|
| 15 Meetings are well-organized and productive.                 |        |           |       |        |    |
| 16 Our process is fair, open and honest.                       |        |           |       |        |    |
| 17 Members advocate for the group vision.                      |        |           |       |        |    |
| 18 Members feel free to contribute in meetings and activities. |        |           |       |        |    |

### STAFF MANAGEMENT

|   | Always | Sometimes | Never | Unsure | NA |
|---|--------|-----------|-------|--------|----|
| 19 Council members understand the role of staff and their relationship to staff.                      |        |           |       |        |    |
| 20 The group has and uses an objective methodology for evaluating staff performance and compensation. |        |           |       |        |    |
| 21 Staff perform delegated tasks and keep the council informed.                                       |        |           |       |        |    |
| 22 Council staff work with members in a supportive and professional environment.                      |        |           |       |        |    |

Comments:

## WATERSHED COUNCIL SELF-EVALUATION - Page 3

*Many watershed councils also implement or manage projects and grants. The following questions address how your group handles these responsibilities and allows you to assess your capabilities related to fiscal and project management.*

### **FISCAL & PROJECT MANAGEMENT**

Always   Sometimes   Never   Unsure   NA

| 23 | Members are aware of the council's contractual commitments and understand their responsibility.           |  |  |  |  |  |
|----|---|--|--|--|--|--|
| 24 | Council members are aware of recordkeeping procedures and have access to records.                         |  |  |  |  |  |
| 25 | Our council has a process for tracking project implementation and performance.                            |  |  |  |  |  |
| 26 | Our council effectively carries out projects within schedules and budgets.                                |  |  |  |  |  |
| 27 | Our council practices open and fair competition for goods and services.                                   |  |  |  |  |  |
| 28 | Our council gets involved in grant writing and developing strategies for funding operations and projects. |  |  |  |  |  |

Comments:

*Watershed Councils address the goal of sustaining natural resource and watershed protection, restoration, and enhancement in a number of ways (ORS 541.351(15)). The following sets of questions focus on the tasks a council may do to accomplish this goal and is intended to help you evaluate how you are working to meet that goal.*

### **WATERSHED PLANNING & PROJECTS**

Always   Sometimes   Never   Unsure   NA

| 29 | Our group identifies key issues, limiting factors, and/or watershed conditions (assessments).        |  |  |  |  |  |
|----|--|--|--|--|--|--|
| 30 | Our group identifies and evaluates the major restoration priorities in our watershed (action plans). |  |  |  |  |  |
| 31 | Activities and projects address the concerns identified and move us towards our desired outcomes.    |  |  |  |  |  |
| 32 | Our group actively involves stakeholders in watershed-level planning and project development.        |  |  |  |  |  |
| 33 | Our group annually evaluates its priorities and plans.   |  |  |  |  |  |
| 34 | Projects implemented by the council are monitored for their effectiveness.                           |  |  |  |  |  |
| 35 | Our plans identify outcomes for the next three to five years.  |  |  |  |  |  |

## WATERSHED COUNCIL SELF-EVALUATION - Page 4

*Council tasks continued...*

### **CITIZEN INVOLVEMENT & SUPPORT**

Always   Sometimes   Never   Unsure   NA

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 36 Our group and its projects are actively supported by:                                     |  |  |  |  |  |
| local people   |  |  |  |  |  |
| local government   |  |  |  |  |  |
| industry and business  |  |  |  |  |  |
| community groups   |  |  |  |  |  |
| landowners   |  |  |  |  |  |
| conservation interests   |  |  |  |  |  |
| 37 Citizens understand our organization's purpose.   |  |  |  |  |  |
| 38 Community members feel our council is successful and effective.                           |  |  |  |  |  |
| 39 Our council works to increase citizen understanding of watershed conditions and concerns. |  |  |  |  |  |

Comments: