

# **GENERAL SELF-EVALUATION INSTRUCTIONS & BACKGROUND**

*Updated January 6, 2005*

Completion of a self-evaluation, once a biennium for each watershed council receiving support, is a condition of the OWEB watershed council support grant contract. OWEB worked with Amy Wilson of the Southwest Oregon RC&D in 2001-02 to develop a methodology and checklists that councils can use to complete a facilitated self-evaluation.

The OWEB Board supports having watershed councils complete a facilitated self-evaluation as a means to build organizational capacity, increase council effectiveness and function, and provide some accountability for funds spent on watershed council support. The facilitated process we have developed gives you a means and reason to celebrate successes, discuss problems that may exist, and identify any improvements to be made in your organization's structure and function.

OWEB does not have a list of "approved" facilitators, but suggest that you first contact local OSU Extension or state and federal agency offices that may have staff willing to assist the council with its evaluation process. We have included facilitator instructions.

The self-evaluation method can be done at one time during a watershed council retreat, special meeting or work session. It can also be completed in sections during regularly scheduled watershed council meetings. Part of the evaluation may even be done by break-out group committees between meetings with reports back to the full council. Please feel free to tailor the methods to your council's needs and situation. If you'd like to use an alternative methodology, please contact your regional program representative for approval.

OWEB does not score the self-evaluation results or use the results to determine funding. We want you to honestly examine how the council operates, works together, and involves the community. If you identify work that needs to be done, we want to see that you have developed a plan to address those things. One way to do this is to use the self-evaluation to update the council's work plan, which is a component of the OWEB council support grant application.

Please contact Melissa Leoni at (503) 986-0179 or [melissa.leoni@state.or.us](mailto:melissa.leoni@state.or.us) if you have questions.