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## Building Partnership Capacity

This worksheet is intended to assist with building partnership capacity to improve the health of the community. The worksheet follows content provided in the Capacity component of the Community Health Improvement Resources (CHIR) Web site.

1. Are current members of the partnership representative of the people of the community with respect to:
  - a. Race/ethnicity
  - b. Gender
  - c. Age
  - d. Sexual orientation
  - e. Education
  - f. Income
  - g. Disability
  - h. Other
2. For what areas do we need to recruit members to be more representative of the community? Who are potential members to represent these areas?
3. What assets (skills and expertise) do members possess that can contribute to achieving the goals and objectives of the partnership?
4. What assets are needed? Who are potential members that could provide the assets needed?
5. How are members of the partnership communicated with? How do members communicate with each other?
6. How does the partnership reach decisions?

7. Is there a need to formalize communication and decision-making processes? If so, in what ways?
8. Does the partnership have an organizational structure outlined in by-laws or another formal agreement?
9. Does the partnership have a strategic plan with goals and objectives for addressing a priority health issue or issues?
10. Are regular partnership meetings conducted? Is an agenda provided prior to the meeting? Are meeting notes or minutes recorded and shared with members?
11. What percentage of members attends meetings regularly?
12. Does the partnership utilize small workgroups or committees? Do committees report results of their work to the larger membership?
13. Does the partnership provide members training? Are new members provided an orientation?
14. Does the partnership evaluate progress in achieving goals and objectives? Are successes acknowledged and celebrated?