

## ADMINISTRATION SELF-ASSESSMENT TOOL

After reviewing your organization's mission and vision, discuss your answers to the following questions:

- Read through the "Clarifying Key Roles" grid. Is there anything to add? What are most important aspects of administration's role?
- Is anything listed that we believe is not part of an administrator's role?
- As an administrative team, what do we do well? How can we maintain or improve it?
  - Give specific examples of behaviors; what does it look like, sound like, feel like?
- As an administrative team, are we doing anything that is not our role? Can we do less of it?
  - Give specific examples of behaviors; what does it look like, sound like, feel like?
- How can we keep ourselves on track? (For example, regular reminders, orientation for new administrative team members, annual review of roles)
- How can we get back on track if (when) we get off? (For example, taking on a role that is not ours) How will we provide gentle reminders to each other?
- Administration works interdependently with board members and health care providers. Do we need any clarification about who is responsible for what?

## Conclusion

- What will we start doing that we are not doing now?
- What will we stop doing that we have been doing?
- What will we continue doing because it works?

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