



Developing a Member Profile

Tips for using this worksheet:

- Distribute copies to GSPC members and ask them to answer the questions individually.
- Assign a GSPC member to compile this information into a contact sheet and member directory.

Member Name:
Address:
Phone:
Email:
Areas of Interest:
My "hot" issues:
Committees or Workgroups I serve on or would like to serve on:



Sharing Expectations

Tips for using this worksheet:

- Distribute copies to GSPC members and ask them to answer the questions individually.
- Hold a group discussion to share responses and decide on group norms. Decide as a group – what expectations should we hold for each other? What “ground rules” can we follow that would make it a pleasure to work together?

The knowledge, skills and experiences that I am willing to contribute to the GSPC's missions are:

The contributions that GSPC members can expect from me:

Behavior that GSPC members can expect of me:

Expectations that GSPC members should **not** have of me:

Expectations that I have of other team members:

Adapted from MSU Extension LeadNet, "Building Team Trust" workshop; original source unknown.



Identifying Member Desires

Tips for using this worksheet:

- Distribute copies to GSPC members and ask them to answer the questions themselves (remember to provide support to those members who might need it).
- Depending on what your group wants, you can hold a group discussion to share answers or have the leader analyze the responses and bring the results back to the group.
- As you recruit new members, ask them these questions, too.
- Refer to this information as your GSPC plans its goals, activities, and programs. Think about how these activities can help meet members desires and motivations.

Social Benefits

How important is it to you that participating in the GSPC brings you social benefits- such as a chance to socialize and build friendships or professional connections?

1	2	3	4	5
Not at all Important to me	Not very important to me	Somewhat important to me	Quite Important to me	Extremely important to me

What kinds of relationships are you hoping to build?

What would need to happen in the GSPC for you to achieve those social goals?

Purposive Benefits

How important is it to you that participating in the GSPC helps to improve conditions for children and their families in your community?

1	2	3	4	5
Not at all Important to me	Not very important to me	Somewhat important to me	Quite Important to me	Extremely important to me

What are you hoping to change or improve in your community as a result of participating in your GSPC?

What would need to happen in order for this goal or goals to be achieved?

Practical Benefits

How important is it to you that participating in the GSPC helps you to gain access to information or develop certain skills or expertise?				
1	2	3	4	5
Not at all Important to me	Not very important to me	Somewhat important to me	Quite Important to me	Extremely important to me
What skills or knowledge are you hoping to develop?				
What would need to happen in the GSPC for you to develop this knowledge or skill(s)?				





How important is it to you that participating in the GSPC helps you grow personally or professionally (e.g., leadership opportunities, organizing experience, etc.)?				
1	2	3	4	5
Not at all Important to me	Not very important to me	Somewhat important to me	Quite Important to me	Extremely important to me
What are you hoping to grow personally or professionally as a result of GSPC membership?				
What would need to happen in the GSPC for you to work towards this goal or goals?				

Other

What are some other reasons why you joined your GSPC? What are some other ways your GSPC can help you achieve these goals?
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Collaborative Capacity Inventory – Survey Page 1 of 2

Think about your coalition as it is <i>now</i> . For each item below, think about whether you agree or disagree with the statement. Then circle the number on the right that most closely matches your opinion about that statement.		Disagree A Lot 	Disagree A Little 	Agree a Little 	Agree a Lot 
Member Capacity					
1	Overall, the members of our group show good group process skills such as listening, communicating, and managing conflict.	1	2	3	4
2	Overall, the members of our group have a good understanding of our community and the issues facing children in our community	1	2	3	4
3	We have some members with the skills and knowledge to advocate and promote community and policy changes.	1	2	3	4
4	Most members seem to quite motivated to be a part of the GSPC.	1	2	3	4
5	Most members seem to understand and respect the value that everyone brings to the GSPC.	1	2	3	4
6	Our group members get the support they need to get and stay involved.	1	2	3	4
Subtotals for Member Capacity. Count how many times each rating is circled above, and write the column totals here:					
Relational Capacity					
7	Coalition members cooperate with and trust each other.	1	2	3	4
8	Our coalition has created a vision and goals that all members agree upon.	1	2	3	4
9	All of our members have meaningful influence over the decisions and direction of the group.	1	2	3	4
10	Differences in members' experiences, desires, and opinions are respected and supported in our group.	1	2	3	4
11	Our coalition has developed strong links with our community's organizations, leaders, and policy makers.	1	2	3	4
12	Our coalition is networked with coalitions and groups outside our community that work on the same issues we do.	1	2	3	4
Subtotals for Relational Capacity. Count how many times each rating is circled above, and write the column totals here:					



Collaborative Capacity Inventory – Survey Page 2 of 2

Think about your coalition as it is <i>now</i> . For each item below, think about whether you agree or disagree with the statement. Then circle the number on the right that most closely matches your opinion about that statement.		Disagree A Lot 	Disagree A Little 	Agree a Little 	Agree a Lot 
Organizational Capacity					
13	Our coalition’s leadership has very strong “people skills.”	1	2	3	4
14	Our coalition’s leadership is good at organizing our group and running meetings.	1	2	3	4
15	Members are clear about what their roles and responsibilities and how things get done in our group.	1	2	3	4
16	Our coalition has a definite plan for meeting our goals and getting our work done.	1	2	3	4
17	Our coalition makes it easy for members to stay informed about and in touch with coalition activities.	1	2	3	4
18	Our coalition has the resources (staff support, money, etc.) we need to get our work done.	1	2	3	4
Subtotals for Organizational Capacity. Count how many times each rating is circled above, and write the column totals here:					
Systems Change Capacity					
19	Our coalition has goals that are clear and realistic to achieve.	1	2	3	4
20	Our coalition has pinpointed short-term goals that will build towards our ultimate goals.	1	2	3	4
21	Our coalition fills an important role in our community.	1	2	3	4
22	Our coalition’s programs and activities are built around the specific needs in our community.	1	2	3	4
23	Our coalition uses the input of community residents to plan and implement our programs.	1	2	3	4
24	Our coalition’s programs and activities are designed to be accessible and acceptable to the various cultural and racial groups in our community.	1	2	3	4
Subtotals for Systems Change Capacity. Count how many times each rating is circled above, and write the column totals here:					

