

# new client onboarding packet

# evaluation committee responsibilities

## Purpose:

Strong coalition evaluation is active, not passive; it requires a paradigm shift in how the coalition vies its work and the resulting outcome. This evaluation looks at the coalition and sees funding as one tool for creating the desired changes in the community. Evaluation for funding sources is different than coalition evaluation. It is typically accomplished through a combination of grant monitoring and coalition evaluation activities. The evaluation committee's role is to provide on the ground evaluation and oversight of the coalition's evaluation process and its funding.

## Elements & Time Commitment:

The evaluation committee is typically made up of 3-5 people from the coalition that have a unique interest or skill set in marketing, data analysis and asking the “rude” question. Typically, the evaluation committee meets monthly for an hour to an hour and a half. This will taper off to less frequent as evaluation becomes more routine.

## Responsibilities:

In addition to committing to meeting on a regular basis for a time period sufficient to get the necessary work complete they will also:

- Provide oversight to the evaluation process;
- Assist in the design of the data collection process;
- Assist in the implementation of the data collection process;
- Be the voice of evaluation for the coalition;
- Be critical of the work of the coalition and ask the “rude” questions- Are we making a difference, why or why not, and other questions along those lines;
- Act as lead on the development and monitoring of progress of the coalition in relation to the implementation of its logic model.

While this is not an exhaustive list, it does set up some boundaries for the coalition and its evaluation committee. This group is vital to the ongoing improvement and sustainability of the coalition.

