**Proposed Scope of Work**

**Bradley Beale Elite Youth Basketball League**

**BOARD ASSESSMENT**

Utilizing the “Board Check-up” online assessment tool, Painefree consultants will administer and evaluate a comprehensive review of the Board’s current functioning and effectiveness. The tool measures strengths and opportunities in areas including clarity of the Board’s role; adequacy of the Board’s structure and processes; Board composition and ongoing development; Board culture; and leadership effectiveness. The survey will be sent to all Board members and key volunteers as identified by Board leadership. An introductory email will be sent to survey participants prior to sending the actual link to the survey, and at least one reminder will be sent to maximize participation.

**COLLABORATIVE ORGANIZATIONAL ASSESSMENT**

The Painefree team will engage in a Board and organizational assessment process comprised of the following steps:

* 90-minute planning meeting/interview with the organization’s president;
  + We will request some key documents to review as part of the process. (Financial statements, written policies & procedures, volunteer guidelines, planning documents, publicity materials, fund raising materials, organizational chart, Board meeting minutes)
* One 3-hour facilitated group interview with the Club’s leadership team covering organizational structure, mission, strategic planning, fundraising, communications, governance, volunteers, program activities, finance, and community partnerships.

**REPORT & RECOMMENDATIONS**

Painefree will prepare a written report with recommendations for areas of improvement and suggested next steps. The team will review the report with leadership in a 1-hour meeting and will also provide the report in a presentation-ready format for sharing with the full Board.