



Worksheet: Official's FAQs

Organization mission, vision, programs, etc.:
Issue:
How this issue affects our mission, those served and represent, operations, etc.:
Our position on this issue: (for/against)
We take this position because:
The benefits, costs, disadvantages of this policy:
Others who have taken the same position on this issue and why:
Others who have differing positions and why:
We are asking you (elected official) to:

Narrative

Step 1: Staff reviews issue (based on criteria established by board and organization) and determines if the organization should take a position. Considerations when reviewing issues:

- Impact on constituents and those served
- Impact on the organization itself
- Impact on achieving organization's mission
- Impacts on the nonprofit sector as a whole

Step 2: Staff discusses issue with the CEO and/or the Public Policy Committee Chair (if applicable)

Step 3: If action is recommended, bring discussion to public policy committee (skip to step 3 if your organization does not have a Public Policy Committee)

Step 3: If public policy committee decides organization should take position, committee chair or board member brings to board with recommendation on position

Step 4: Board discusses the issue and approves organization's action on issue

If it is determined that the organization does not take a position during any point of the above process, the board and staff may determine to monitor the issue.

At any point during the above process, additional information may be requested. More information can be collected via constituent surveys, research, etc. Once more information is collected, the organization may choose to start the process again.

Additional Resources

Stand For Your Mission, www.StandForYourMission.org

National Council of Nonprofits, [Everyday Advocacy Resources](http://EverydayAdvocacyResources.org)



Find additional resources in the Knowledge Center
www.ColoradoNonprofits.org/Knowledge-Center