Midwifery Association Capacity Building Checklist
ORGANIZATIONAL CAPACITY

- The sustained capacity to operate as a midwifery association effectively and efficiently
- Baseline capacity assessment to determine organizational values and beliefs, the complexity of organizational structure and organizational needs

INFRASTRUCTURE

- Core infrastructure needed to conduct the work of the midwifery association, which includes physical space (safe and secure office space) and resources (reliable internet access, materials, supplies, and equipment)

ADMINISTRATION

- Policies and procedures and human resources that include gender and equity policies to ensure equitable representation

GOVERNANCE

- An outlined governance structure according to local standards (e.g., board of directors, officers, committees, staff) with clear roles and responsibilities, constitution, policies, by-laws and strategic plan (mission and vision)
- Registration, licensure, practice standards, fee schedules
- Includes developing branches, provincial arms or state chapters of the midwifery association

FINANCIAL MANAGEMENT

- Financial policies, procedures and regular schedule of financial reporting that are open for review by board of directors

DEMOCRATIC PARTICIPATION

- Governance structure includes contextually specific democratic procedures for transparent reporting to board and membership, and succession planning

FUNDING

- Supporting business development skills
- Funding sources must be diverse (i.e., cannot rely solely on project funds)
- Funding sources can include a mix of operational funds provided by baseline membership fees, individual donations, income generating activities, and securing new sources of funding

MEMBERSHIP

- Clear demonstration of benefits to becoming a member, attracting new members, supporting student chapters, and improving the responsibility and accountability to its members
- Up-to-date membership database
- Engage members as champions or ambassadors of the midwifery association

COMMUNICATIONS

- Established connections with media to raise public and governmental awareness
- Strong written communications plan
- Visual impact through compelling images or videos
- Communications align with government priority areas, are non-partisan, timely and provided in accessible language (includes availability in official languages)

Midwifery Association Capacity Building Checklist
TECHNICAL CAPACITY

- The ability to support and maintain effective programming and activities of the midwifery association

EXPERTISE

- Evidence-informed professional midwifery knowledge
- Professional code of conduct
- Internal and external credibility and visibility

LEADERSHIP

- Role of the midwifery association in public education, policy and implementation of SRHR issues
- Role of members at large now involved in decision-making and leadership roles external to the midwifery association
- Role of members internally to effectively lead the organization

QUALITY TRAINING

- Evidence-informed pre- and in-service midwifery training for members
- Gender inclusive and equity training for members as appropriate

OUTREACH ACTIVITIES

- Midwifery association-led outreach activities to improve community health and raise awareness of SRHR issues

DATA & EVIDENCE

- Data sovereignty (reinforced by governance structures)
- Ability to own and collect and/or share data to inform local midwifery practice and standards
- Skilled in monitoring and evaluation of the association's programs to inform activities
- Capacity to conduct own gender analyses and make appropriate adaptations to their own organization and continuing monitoring

RESEARCH CAPACITY & KNOWLEDGE TRANSLATION

- Enhancing knowledge translation by engaging knowledge users and building internal capacity in grant writing skills to secure future funding, advocacy and networks
- Midwifery associations leading and publishing, sharing and participating in research to increase credibility and visibility for local and/or foreign gaze

NETWORKS

- Strategic activities include: hosting activities and inviting range of stakeholders, regular meetings with policy makers, active digital media presence

STRATEGIC ADVOCACY (AN OUTCOME OF NETWORKS)

- Strategic advocacy is an outcome of strong networks and includes:
  - clear and succinct messaging to decision makers;
  - training association members as spokespeople;
  - learning how to strategically leverage the position of the midwifery association; and
  - individual level advocacy (e.g., strategic advocacy that targets other parts of the sector/system in order to advocate)