

Board Meeting Evaluation

1) The issues we covered today were:

Less Important 1 2 3 4 5 Essential

2) The materials provided were:

Not helpful 1 2 3 4 5 Indispensable

3) Today's discussion concerned primarily:

Operations 1 2 3 4 5 Policy and Strategy

4) What might we have done differently to improve our meeting today?

5) What was the most valuable contribution we made to the organization's welfare today?

6) Did we use the time allotted for the meeting wisely?

7) In light of today's meeting, what are the most important topics we should address at our next meeting?

BOARD MEETING EVALUATION

	O.K.	Needs Improvement	Suggestions for Improvement
1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting.			
2. All board members were prepared to discuss materials sent in advance.			
3. Reports were clear and contained needed information.			
4. We focused on strategically important issues and avoided getting into administrative/management details.			
5. A diversity of opinions was expressed and issues were dealt with in a respectful manner.			
6. The chair guided the meeting effectively and members participated responsibly.			
7. We made decisions, identified next steps and assigned responsibility.			
8. All board members were present.			
9. The meeting began and ended on time.			
10. The meeting room was conducive to work.			
11. We enjoyed being together.			

Board Committee Meeting Evaluation

Please rate Committee performance on a scale of 1 to 5 with 5 representing "excellent" and 1 representing "poor."

Committee Name	XXX	XXX	XXX	XXX	XXX
1. The committee meets frequently enough to meet objectives.					
2. The agenda was well thought out in advance. The focus is on "major" not "minor" issues.					
3. Actions steps from last meeting were reviewed and status noted.					
4. We avoided getting into administrative and management details.					
5. Different opinions were encouraged. Communication was open and successful.					
6. The chair guided the meeting effectively by allowing and encouraging discussion but staying on agenda.					
7. Members participated responsibly.					
8. Decisions were reached after sufficient deliberation.					
9. Next steps were identified and responsibilities assigned.					
10. The meeting began and ended on time.					
11. A written record was made of the action steps.					
12. We enjoyed being together and had fun!					

Overall, what went well?

Overall, what did not go as well?

Other comments?
