

## EVALUATION OF BOARD MEETINGS

A well-organized and well-managed meeting produces good results. A disorganized meeting produces frustration and anger, and does nothing for your agency.

Paying attention to your meeting process will help get the board where it wants to go.

The following questions will help you assess your board process and suggest some ways to improve that process. All members of the board team – board members and the executive director – should complete the form individually and discuss the results as a team. Use the evaluation form several periodically and compare the results with previous evaluation results.

### Circle the response that best describes your meetings;

1. Do meetings begin and end on time?	YES	NO	SOMETIMES
2. Do meetings have a positive tone?	YES	NO	SOMETIMES
3. Does the board chairperson lead the meetings?	YES	NO	SOMETIMES
4. Does everyone come prepared?	YES	NO	SOMETIMES
5. Do board members stick to the agenda?	YES	NO	SOMETIMES
6. Does the board work for consensus?	YES	NO	SOMETIMES
7. Do all members participate in discussions?	YES	NO	SOMETIMES
8. Are meetings completed in less than three hours?	YES	NO	SOMETIMES
9. Is the executive director encouraged to participate?	YES	NO	SOMETIMES
10. Is the meeting room comfortable?	YES	NO	SOMETIMES
11. Has the board agreed on a process such as Roberts Rules of Order?	YES	NO	SOMETIMES
12. Does the board have enough information to make decisions about agenda items?	YES	NO	SOMETIMES
13. Do at least 90-95 of members attend?	YES	NO	SOMETIMES
14. Does the agenda focus on policy issues rather than management issues?	YES	NO	SOMETIMES
15. Are board members equal in the discussion and not dominated by one or two members?	YES	NO	SOMETIMES
16. Do board committees demonstrate that they are working and producing results?	YES	NO	SOMETIMES
17. Is discussion cordial and does it avoid personal attack?	YES	NO	SOMETIMES
18. Do board members feel free to express dissenting viewpoints?	YES	NO	SOMETIMES
19. Do board members leave the meeting still feeling like a team?	YES	NO	SOMETIMES
20. Do board members leave the meeting with a feeling of accomplishment?	YES	NO	SOMETIMES

### Evaluation Follow-up:

If you circled any “NO” or “SOMETIMES” responses, list the actions you will take to correct the problem, so your meetings will run better and produce better results.