**Board Meeting Evaluation** 

Part of your board evaluation process should include the assessment of board meetings and members’ perceptions of them. This can help improve meetings and decision-making, help the board chair and executive committee understand and support the work the board and committees are doing throughout the year, and better unearth/leverage board/committee members’ skills.

Review the list below and indicate if, in your opinion, the board's meetings are meeting expectations in each area and how the board could improve its performance.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **OK** | **Needs Improvement** | **Suggestions for** **Improvement** |
| The agenda was clear, supported by the necessary documents, and circulated prior to the meeting. |  |  |  |
| All board members were prepared to discuss materials sent in advance. |  |  |  |
| Reports were clear and contained needed information. |  |  |  |
| We avoided getting into administrative/management details. |  |  |  |
| A diversity of opinions were expressed and issues were dealt with in a respectful manner. |  |  |  |
| The chair guided the meeting effectively and members participated responsibly. |  |  |  |
| Next steps were identified and responsibility assigned. |  |  |  |
| All board members were present. |  |  |  |
| The meeting began and ended on time. |  |  |  |
| The meeting room (online or in-person) was conducive to work. |  |  |  |
| We enjoyed being together. |  |  |  |