**Board Committee Meeting Evaluation**

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

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| --- | --- | --- | --- | --- | --- |
| **Committee Name** | **Exec** | **Pers** | **Mktg** | **Fin** | **Dev** |
| 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! |   |   |   |   |   |

***Key to column names:***

Exec – Executive Fin – Finance

Pers –  Personnel Dev – Development
Mktg – Marketing

Overall, what went well?

Overall, what did not go as well?

Other comments?

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