

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	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? _____
