

Board Meeting Review

The following self-evaluation worksheets provide a tool for reviewing the components of an effective meeting process. In order to determine the strengths and weaknesses of the meetings of your board, assess the extent each of these statements reflect your board and review the results.

I – Planning and Preparation

1. There is an annual board meeting calendar.
2. The annual calendar is planned around a cycle of regular decisions which must be made by the board.
3. The board chairperson and senior management jointly prepare the agenda.
4. Committee chairpersons are consulted on reports and recommendations which they will be making to the board.
5. The meeting agenda and background material are distributed far enough in advance to allow members to do their homework.
6. Briefing sessions are held in advance to ensure that valuable time is not wasted.
7. The board meeting agenda and the time allocated for each item reflect the priorities of the organization.
8. The meeting agenda and background material clearly indicate how each item will be handled.

Yes	No	Needs Improvement

II – Leadership

1. The chairperson calls the meeting to order at the time specified on the agenda.
2. The chairperson helps members and staff to feel part of a valued team.
3. The chairperson clearly introduces agenda items and states what is expected of the board.
4. The chairperson keeps the discussion focused on major issues.
5. The chairperson summarizes frequently so that the group can see the progress it is making.
6. The chairperson uses facilitation techniques and parliamentary procedures to help the group decision making process.
7. Committee chairs provide clear, concise reports and recommendations on which the board can make decisions.
8. The leadership of the board and committee chairpersons assist the board in doing its work.

III - Participation

1. The board has a policy on meeting attendance.
2. An attendance record is kept and used to evaluate member participation.
3. Board members arrive on time and are prepared to work.

Yes	No	Needs Improvement

- 4. It is evident that members have done their homework in advance of the meeting.
- 5. The objectives of each agenda item and expectations of member participation are understood.
- 6. Board members and staff listen to each other.
- 7. Board members and staff are given a chance to express their ideas and feelings openly.
- 8. Board members and staff provide each other with support and feedback.
- 9. Good decision making processes are used.

IV – Follow Through

- 1. At the end of the meeting it is clear what direction and guidance the board has provided to the organization.
- 2. Draft minutes are prepared and reviewed by the board chairperson before they are distributed.
- 3. An action list is appended to the minutes summarizing what is to be done, by whom and when.
- 4. The policies established by the board are reproduced for inclusion in the board policy manual.
- 5. Policies established by the board are made available to staff.
- 6. Responsibility for carrying out board decisions are clearly indicated.

Yes	No	Needs Improvement

7. A process has been established for monitoring progress in completion of board assignments.

V – Evaluation

1. A few minutes are taken at the end of every meeting to assess the effectiveness of the meeting.

2. When weaknesses in group meeting processes are identified, corrective action is taken.

3. Board members and staff are encouraged to try out new methods to make the meetings more productive.

Adapted from *A Handbook for Cultural Trustees* by Marion A. Pacquet with Rory Ralston and Donna Cardinal.

Yes	No	Needs Improvement