

Sample Board Meeting Evaluation

A useful strategy to evaluate your board of directors is to conclude board meetings by asking members to rate the meeting on an index card. The following questions can be answered in narrative, with a sliding scale, or yes and no answers.

1. Were the issues covered today significant to the organization? Yes or no? If no, please explain.

Alternative way of asking: On a scale of 1-5, 1 being not at all noteworthy and 5 being very noteworthy, rate the issues covered today for significance to the organization.

(not at all noteworthy) 1 2 3 4 5 (very noteworthy)

Alternative way of asking: In 3 or 4 sentences, please explain if you found the issues covered today significant to the organization and the reasons for your answer.

2. Did the materials you received prior to the meeting adequately prepare you to participate in the discussion? Yes or no? If no, please explain.

Alternative way of asking: On a scale of 1-5, 1 being very unhelpful and 5 being very helpful, rate the materials you received prior to the meeting for adequacy in preparing you for discussion participation.

(very unhelpful) 1 2 3 4 5 (very helpful)

Alternative way of asking: In 3 or 4 sentences, please explain if you found the materials you received prior to the meeting adequate in preparing for discussion participation.

3. Did the board conduct oversight of management or policy? If yes, please indicate which management or policy matters were discussed. If no, please provide reasons for the lack of discussion on oversight of management or policy.

Alternative way of asking: On a scale of 1-5, 1 being not very well and 5 being very well, rate the board's conduct in oversight of management or policy.

(not very well) 1 2 3 4 5 (very well)

Alternative way of asking: In 3 or 4 sentences, please review the appropriateness and accuracy of the board's conduct with oversight of management and policy.

4. Overall, was the meeting worth your time? Yes or no? If no, please explain

Alternative way of asking: On a scale of 1-5, 1 being not at all worth my time and 5 being very worth my time, did you think that the meeting was a good use of your time overall?

(not at all worth my time) 1 2 3 4 5 (very worth my time)

Alternative way of asking: In 3 or 4 sentences, please explain if you found today's board meeting worth your time and the reasons for your answer.