



EFFECTIVE MEETINGS EVALUATION

PURPOSE

To support internal reflection on the effectiveness of board meetings, and encourage continuous improvement.

PRINCIPLES

It is important that board meetings make the best possible use of time. Effective meetings not only produce results for the organisation, but also a feeling of accomplishment among board members.

Measuring the effectiveness of board meetings is a useful way for boards to reflect on what is going well in the meetings and what might be improved in future. The following brief questionnaire is a simple first step in assessing the use of time in board meetings. The results are intended to be confidential to the board.

We suggest the following approach:

- > The process is driven by the Chair, as the person who controls the meetings
- > The questionnaire is distributed at the start of the meeting, with board members given a few minutes to digest the questions (bringing the purpose of the meeting to front of mind)
- > Board members are reminded to take a few minutes at the end of the meeting to record their responses to the questions and to hand them to the Chair
- > The Chair collates the responses, in non-attributable form
- > The results are discussed at the next board meeting, with decisions taken on what changes if any need to be implemented in subsequent meetings
- > The questionnaire is used only two or three times per year at most

EFFECTIVE MEETINGS ANALYSIS FOR BOARD MEMBERS

(Please tick the box that reflects your response and add comments as appropriate)

1. The Agenda was completed within the time allotted.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Issues requiring decision were resolved.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Issues discussed were the most important facing the organisation at this time.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. All board members participated in the discussions.

YES	NO	UNSURE	COMMENTS

5. Non-agenda matters took discussion time during the meeting.

YES	NO	UNSURE	COMMENTS

6. The Chair handled the meeting well.

YES	NO	UNSURE	COMMENTS

7. Board papers were useful, appropriate and circulated in time.

YES	NO	UNSURE	COMMENTS

8. As a board member, I received the advice and information I needed to conduct board business effectively.

YES	NO	UNSURE	COMMENTS

9. Could the meeting have been improved? If so, how?

YES	NO	UNSURE	COMMENTS

EFFECTIVE MEETINGS ANALYSIS FOR THE CHAIR

(Please tick the box that reflects your response and add comments as appropriate)

1. The Agenda was completed within the time allotted.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Issues requiring decision were resolved.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Issues discussed were the most important facing the organisation at this time.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. I encouraged all board members to contribute to the discussion.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. I kept the discussion focused on the Agenda without stifling useful ideas.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. I felt that the meeting was productive.

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Could the meeting have been improved? If so, how?

YES	NO	UNSURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Board papers were useful, appropriate and circulated in time.

YES	NO	UNSURE	COMMENTS

9. As Chair and board member, I received the advice and information I needed to conduct board business effectively.

YES	NO	UNSURE	COMMENTS

REFERENCE

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014) Chapter 9: Monitoring Performance

ABOUT POSITIVE SOLUTIONS

Positive Solutions offers a range of services to non-profit boards throughout Australia. [Board development workshops](#) and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

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[The Book of the Board](#) is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

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