

SAMPLE Board Meeting Evaluation

Name (optional):

Date

Response Key:	Strongly Agree		Neutral		Strongly disagree
	5	4	3	2	1

The materials mailed in advance provided me with sufficient preparation for the meeting.

Comments: 5 4 3 2 1

2. I had adequate opportunities to discuss the issues presented today and ask questions.

Comments: 5 4 3 2 1

3. Today's agenda items were appropriate for board discussion.

Comments: 5 4 3 2 1

4. I have a sufficient understanding of the core issues surrounding... *(this might relate to a specific item on the agenda where you want to make sure they are on board and understand it).*

Comments: 5 4 3 2 1

5. I have a clear understanding of... *(this might relate a specific item on the agenda where you want to make sure they are on board and understand it).*

Comments: 5 4 3 2 1

6. I feel as if today's meeting was a good use of my time.

Comments: 5 4 3 2 1

Please note if you would like more information or follow-up regarding any of the topics discussed today (or included in any of the reports):

Please recommend any agenda items for upcoming meetings:

Other comments/suggestions (use other side if necessary):

Instructions: Use this board meeting evaluation form as a guide to developing one that is customized to your organization. The questions you ask (and the process you develop for considering the responses you get) should reflect what is important to your board and the items that you believe are essential to having productive and engaging board meetings.