



# Board Meeting Self-Evaluation

Association boards that exhibit the will to govern well conduct self-evaluations to demonstrate both symbolically and tangibly governance’s commitment to performance appraisal as a constructive mechanism for promoting continuous improvement. The board’s willingness and demeanor in evaluating itself says more about the integrity of evaluation and compensation policies than any spoken or written declarations.

The following is the tool used by TI to help associations evaluate their board meetings. Each board member should complete this instrument following each meeting. Or, we have clients who use the tool halfway through a board meeting to improve the second half. This is particularly effective if it is a two –day meeting. Comments should apply to the board meeting itself. A single individual should collect the data and it should be shared back with the board. The results of the assessment should be used to improve each successive face-to-face meeting. See the sample that follows the assessment tool.

## Board Meeting Self-Evaluation

Q1 FOCUS How satisfied are you that:	1 Very Dissatisfied	2 Dissatisfied	3 Satisfied	4 Very Satisfied
We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?				
We focused our thinking at a strategic level?				
We focused on the future, rather than the past or present?				

**Clarifying Comments:**

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<b>Q2 INFORMATION: How satisfied are you that:</b>	<b>1 Very Dissatisfied</b>	<b>2 Dissatisfied</b>	<b>3 Satisfied</b>	<b>4 Very Satisfied</b>
We had the right information to make wise decisions?				
We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?				
We used the presence of staff appropriately?				

**Clarifying Comments:**


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<b>Q3 THE AGENDA How satisfied are you that:</b>	<b>1 Very Dissatisfied</b>	<b>2 Dissatisfied</b>	<b>3 Satisfied</b>	<b>4 Very Satisfied</b>
The agenda was structured in a way that enhanced our ability to focus strategically?				
We spent the right amount of time on most issues?				

**Clarifying Comments:**


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<b>Q4 RESPECT How satisfied are you that:</b>	<b>1 Very Dissatisfied</b>	<b>2 Dissatisfied</b>	<b>3 Satisfied</b>	<b>4 Very Satisfied</b>
We made collective rather than individual decisions?				
We encouraged diversity of viewpoints?				
We were sensitive to our stakeholders' needs?				

We gave adequate emphasis to the ethics of each issue?				
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**Clarifying Comments:**

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**Q5: Please provide any closing comments you have that you were not able to fully express through the questions provided in this survey.**

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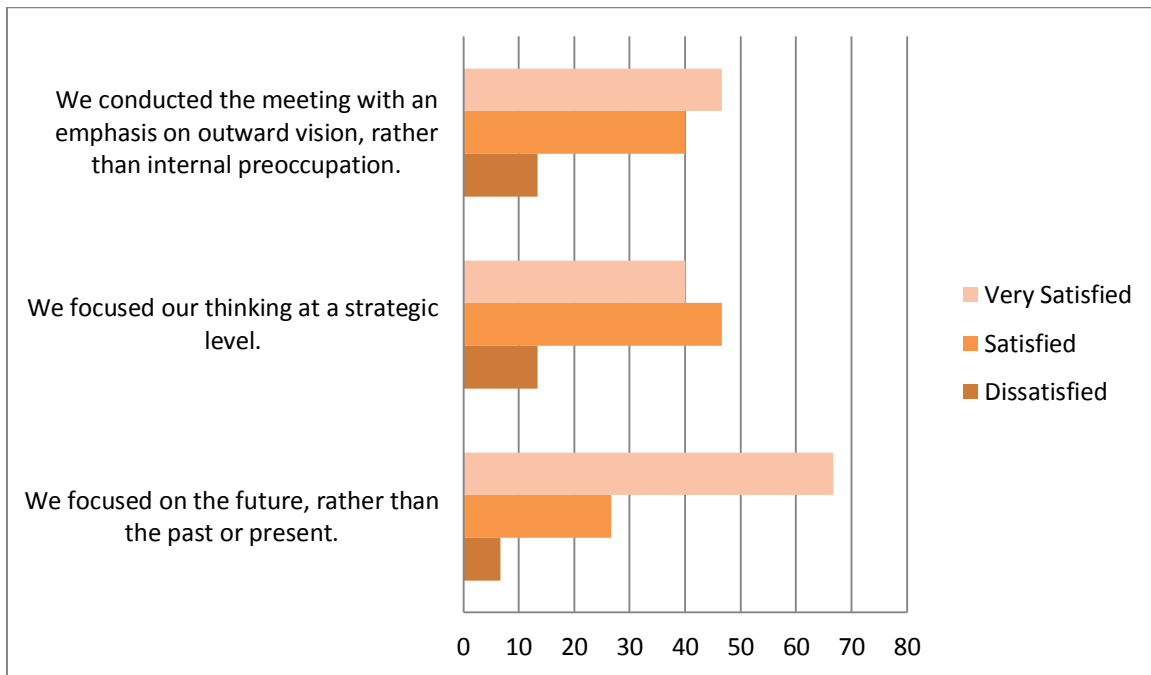
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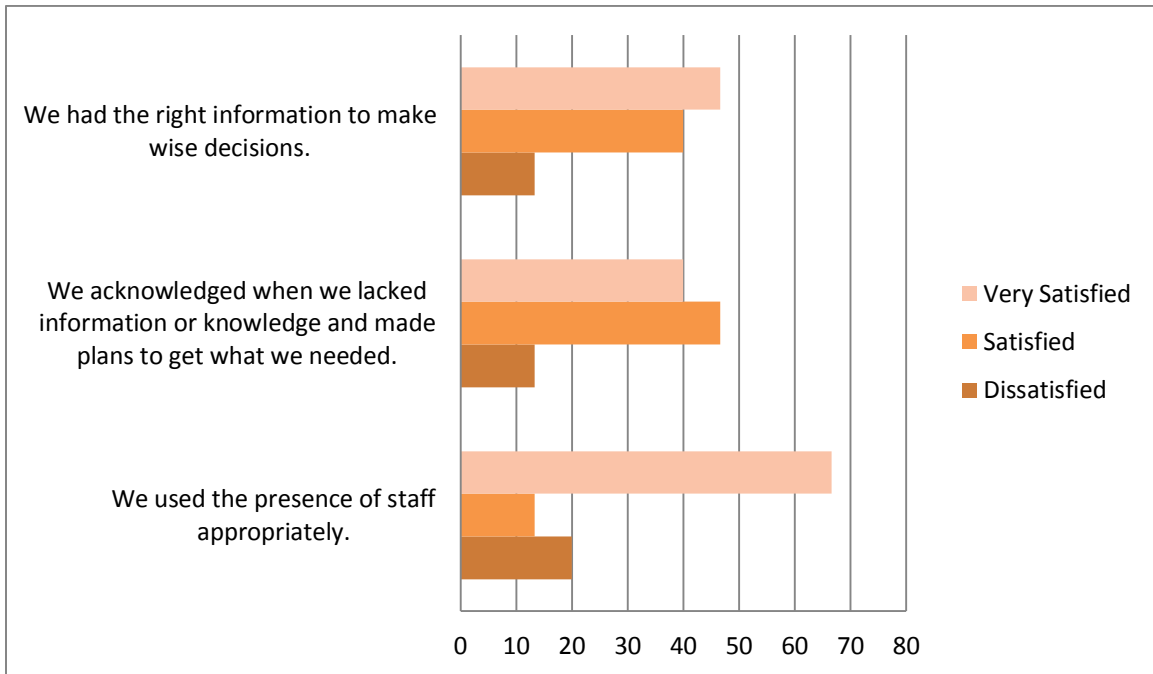
## Analyzing the Results – A Sample

Q1 FOCUS How satisfied are you that:	1 Very Dissatisfied	2 Dissatisfied	3 Satisfied	4 Very Satisfied	Total
Answered: 15 Skipped: 1					
We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?	0% 0	13.33% 2	40% 6	46.67% 7	15
We focused our thinking at a strategic level?	0% 0	13.33% 2	46.67% 7	40% 6	15
We focused on the future, rather than the past or present?	0% 0	6.66% 1	26.67% 4	66.67% 10	15



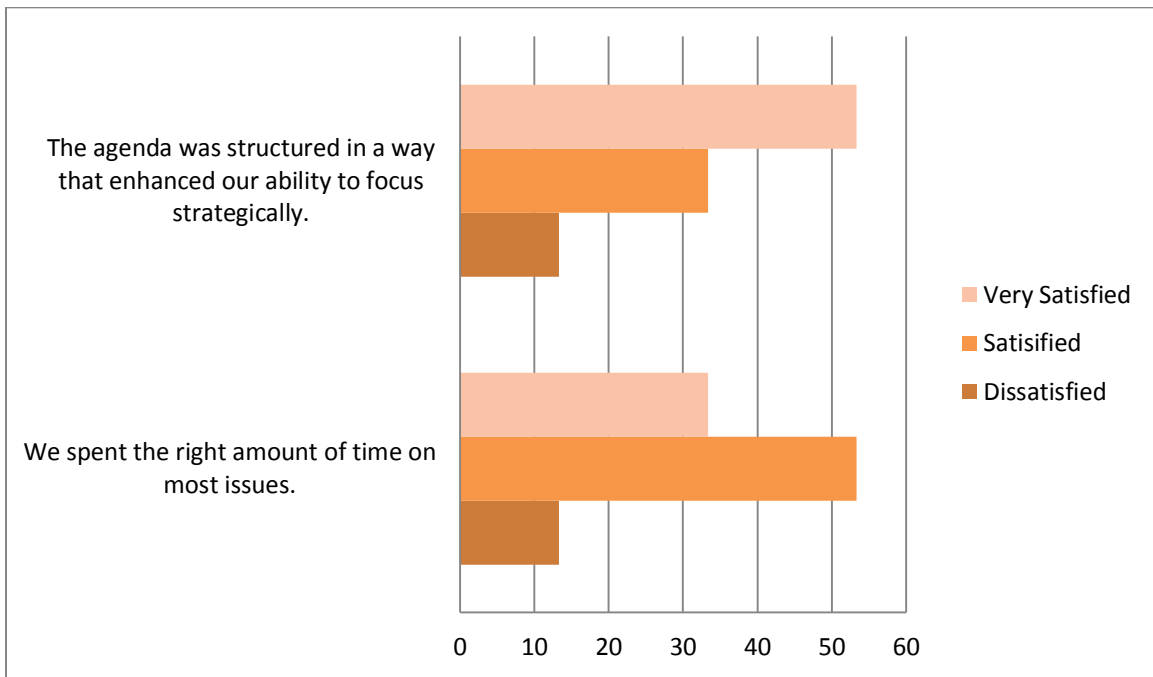
#	Question 1: Clarifying Comments	Date
1	I was afraid that so many mega-issue discussions would be too much for one meeting. It worked out though. I was also afraid we were going to do a lot of micro-managing and that didn't happen either.	1/20/14 9:27 AM
2	Our best meeting to date!	1/12/14 7:56 AM
3	The committee mega-issue was very exciting and I'm excited to evolve into a well-groomed association. It appears to me as Mrs. X expressed that the sky is the limit!	1/11/14 7:52 AM

Q2 INFORMATION How satisfied are you that:	1 Very Dissatisfied	2 Dissatisfied	3 Satisfied	4 Very Satisfied	Total
Answered: 15 Skipped: 1					
We had the right information to make wise decisions?	0% 0	13.33% 2	40% 6	46.67% 7	15
We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?	0% 0	13.33% 2	46.67% 7	40% 6	15
We used the presence of staff appropriately?	0% 0	20% 3	13.33% 2	66.67% 10	15



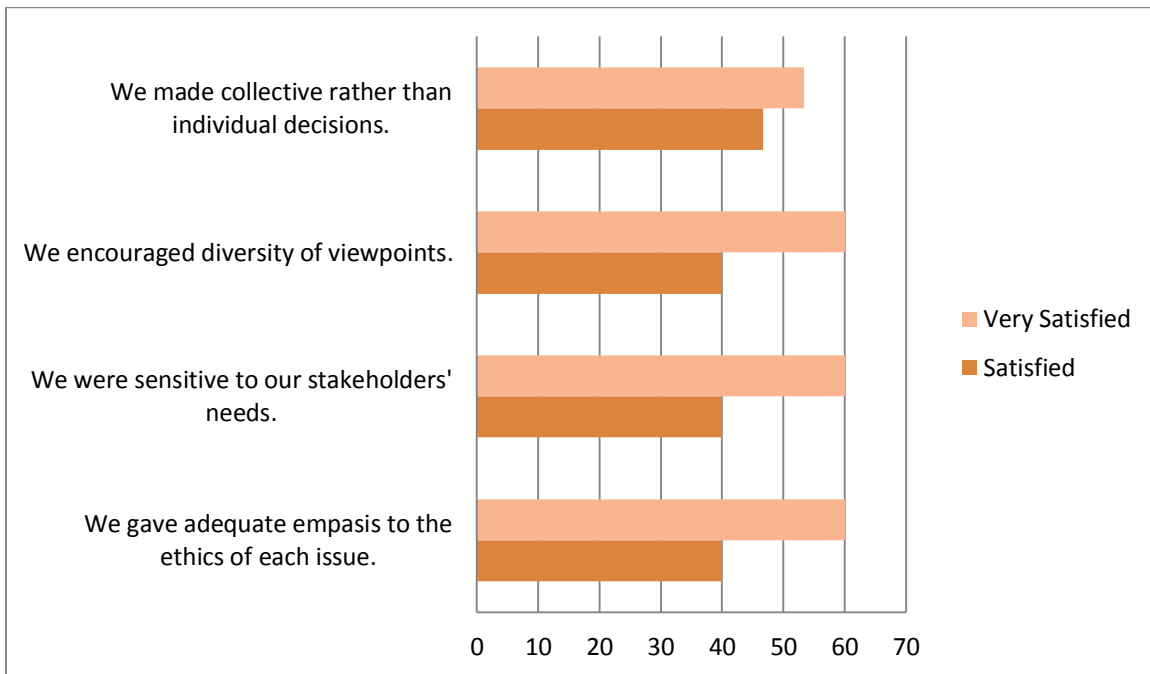
#	Question 2: Clarifying Comments	Date
1	I like the fact that we discussed options and made plans to move forward. Sometimes we need additional time to consider the discussions, and I think the next meeting will be great.	1/20/2014 9:27 AM

Q3 THE AGENDA How satisfied are you that:	1 Very Dissatisfied	2 Dissatisfied	3 Satisfied	4 Very Satisfied	Total
Answered: 15 Skipped: 1					
The agenda was structured in a way that enhanced our ability to focus strategically?	0% 0	13.34% 2	33.33% 5	53.33% 8	15
We spent the right amount of time on most issues?	0% 0	13.34% 2	53.33% 8	33.33% 5	15



#	Question 3: Clarifying Comments	Date
1	Taking an hour to re-hash the vote at ABC wasn't productive. This should have been brought up earlier so the chair could have been prepared. She didn't seem to know this would come up and had to take everyone's time to get background information to make a decision.	1/20/14 9:27 AM
2	Time was well utilized even though more time could have easily been used.	1/19/14 7:13 PM
3	I felt a bit rushed towards the end as people were trying to get on the road. Although I cannot think of an alternative solution at this time.	1/11/14 12:48 PM

Q4 RESPECT How satisfied are you that:	1 Very Dissatisfied	2 Dissatisfied	3 Satisfied	4 Very Satisfied	Total
Answered: 15 Skipped: 1					
We made collective rather than individual decisions?	0% 0	0% 0	46.67% 7	53.33% 8	15
We encouraged diversity of viewpoints?	0% 0	0% 0	40% 6	60% 9	15
We were sensitive to our stakeholders' needs?	0% 0	0% 0	40% 6	60% 9	15
We gave adequate emphasis to the ethics of each issue?	0% 0	0% 0	40% 6	60% 9	15



#	Question 4: Clarifying Comments	Date
1	We still need more training on respective of versus representative for. Directors still struggle with bringing their local issues and placing them front and center.	1/20/2014 9:27 AM
2	Made sure all directors had some sort of input.	1/19/2014 7:13 PM
3	Enlightening discussions. Very engaging.	1/19/2014 12:43 PM

**Q5: Please provide any closing comments you have that you were not able to fully express through the questions provided in this survey.**

Answered: 6

Skipped: 10

#	Comments	Date
1	I would like to discontinue the written-only reports. They're fine for background, but I'd like people to speak as well. The face-to-face interaction with people is important to me.	1/20/2014 9:27 AM
2	I'm not able to answer these questions due to the fact that I really respect the board and the organization, but I feel my vision of governance and decision making is different then what we use currently with the board. I appreciate the work that we all accomplish and will continue to participate as an active board member.	1/19/2014 3:32 PM
3	It would be great if we could get started even earlier in the a.m. That might help those that have hours of travel ahead of them stay for the entire agenda.	1/11/2014 12:04 PM
4	I was very impressed with the outcomes of the meeting! I hope progress will be made regarding the agreement with the other purchasing entity. On the surface it appears to hold great promise.	1/11/2014 12:04 PM
5	Good meeting.	1/11/2014 11:33 AM
6	I appreciated the value of discussion with board members present on Thursday morning. When you first begin as a board member the information is fast flowing and daunting. You are required to keep your head up and eye on the goal. The orientation, for me anyway, would have been unproductive earlier. I don't think that I would have been as comfortable as I was any earlier. Maybe this is the same for future board members.	1/10/2014 3:59 PM

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