

**5.3 BOARD MEETING EVALUATION**  
**Approved January 29, 2018 - Resolution**

**This tool is designed to be completed at the end of each meeting before members leave the meeting. Results are compiled by the President and shared with the members prior to the subsequent meeting.**

<b>Please complete the following checklist based on the board of director (BOD) meeting that just occurred:</b>		<b>Yes</b>	<b>No</b>
1.	The agenda and materials were posted in time to fully consider them prior to the meeting.		
2.	Only urgent or unforeseen items were added to the agenda at this meeting.		
3.	The necessary background information was provided for each agenda item.		
4.	Members reviewed information prior to the meeting.		
5.	All items on the agenda were addressed.		
6.	All views were considered before making decisions.		
7.	The meeting started and ended on time.		
8.	Members conducted themselves in a respectful manner.		
9.	Conversations were kept on track and focused on agenda items.		
10.	The president was well-prepared.		
11.	The CSBA executive director was well-prepared.		
12.	Members avoided side discussions.		
13.	The rules of order were followed.		
14.	Order and decorum were maintained throughout the meeting.		

		Yes	No
15.	Members avoided small group meetings that could lead to block voting.		
16.	All motions were clearly articulated and recorded prior to a vote.		
17.	The president drew discussions to a close and summarized decisions and actions.		

Is there anything that should be done differently at the next meeting?

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#### REFERENCES

Society for Educational Visits and Exchanges in Canada. (2011). *SEVEC board meeting effectiveness check*. Retrieved from: <https://www.experiencescanada.ca/wp-content/themes/sevec/PDFs/May%202011%20Board%20Report%20-%20Board%20meeting%20Effectiveness%20Check.rtf>

South Shore Regional School Board. (2011). *South Shore Regional School Board - board meeting evaluation*.