



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

ELEMENTS OF EFFECTIVE AND SATISFYING BOARD MEETINGS

A SELF ASSESSMENT

Instructions: Listed below are ten factors that contribute to effective and satisfying board meetings. Based on how evident you believe these factors are in the meetings of your board, rate each using a scale of 1 – 10. If you believe that a factor is always evident in board meetings allot 10 points for that factor. On the other hand, if you think that the factor is never evident, allot 1 point. If a factor is evident half of the time, allot 5 points. Add the points recorded in the ratings column for an overall score.

Factor	Rating
1. The Board establishes and follows an annual chart of work that connects its activity to the strategic plan of the branch.	_____
2. Agendas and exhibits are mailed to members at least 5-days in advance of meetings.	_____
3. Agendas clearly distinguish between items that require action and those listed for information and discussion.	_____
4. Meetings begin and end on time.	_____
5. Meetings begin with an inspirational message.	_____
6. Routine actions are summarized in a consent agenda which is approved by one vote.	_____
7. Action items describe exactly what it is that the Board is being asked to approve and the necessary background information for making an informed decision.	_____
8. Adequate time is allotted during each meeting for an in-depth examination of an issue of strategic significance.	_____
9. Recommendations that the Board is not ready to approve are sent back to committee for rework rather than engaging in lengthy discussion.	_____
10. The Board monitors the effectiveness of implementing policy decisions made during prior meetings.	_____
Total	_____

Ratings

90-100	Highly effective and satisfying board meetings
80-89	Good Board meetings with opportunity for improvement
70-79	Average meetings with significant opportunities for improvement
60-69	Below average meetings much improvement needed
<60	Major revamp of Board meeting format and operation required