

MEETING EFFECTIVENESS SCALE

How successful was your last board meeting? Have members check the items below and reflect on responses to see where the Board might improve.

- ☐ An agenda was used and generally followed.
- ☐ Members did their homework before the meeting and came prepared for discussion.
- ☐ Members came on time and stayed to the end.
- ☐ Discussion was focused on the issues presented by the agenda.
- ☐ Most agenda items link to our strategic plan or annual goals.
- ☐ Effective decision-making practices were used to reach agreement.
- ☐ Decisions were clearly stated and well understood.
- ☐ Facts and feelings about issues were discussed.
- ☐ Disagreements (conflicts) were dealt with constructively and not avoided.
- ☐ Parliamentary procedure was used effectively to keep the meeting orderly.
- ☐ Rewards, compliments and/or thanks for good work were handed out during the meeting to both students and staff.
- ☐ "Is it good for kids?" was the criteria for decisions.
- ☐ A spirit of mutual respect and teamwork was demonstrated by all involved.

