

BOARD MEETING EVALUATION SHEET

To be filled out at every board meeting and submitted to the company secretary.

Name, Organisation :

Meeting date :

EVALUATION CATEGORY		CIRCLE ONE CATEGORY				
1	The broad focus of the meeting was	<i>Operational</i>		<i>Strategic</i>		
		1	2	3	4	5
2	The meeting structure allowed	<i>Limited participation</i>			<i>Full participation</i>	
		1	2	3	4	5
3	The materials provided were	<i>Too late for review</i>			<i>Timely for review</i>	
		1	2	3	4	5
4	Also, the materials provided were	<i>Confusing</i>			<i>Informative</i>	
		1	2	3	4	5
5	The discussion was	<i>Unfocused</i>			<i>Focused</i>	
		1	2	3	4	5
6	The issues covered were	<i>Not very important</i>			<i>Very important</i>	
		1	2	3	4	5
7	The time given to all agenda items was	<i>Inadequate</i>			<i>Adequate</i>	
		1	2	3	4	5
8	What was most helpful for you at this board meetings (or board development session)?					
9	What was least helpful for you?					
10	After having gone through this, what expectations do you have for next time?					
11	General Comments					