NOTE: This document is provided as a sample only. Each board must determine the best way to assess its own work against the goals and priorities it has defined. This board self-assessment is meant to be used in the moment after a regular board meeting as a quick assessment of whether that meeting was effective, and how future meetings could be improved. This tool is not meant to be used for a broader year-end or long-term board self-assessment.

Regular Board Meeting

Board of Trustees Evaluation *Month XX, 20XX*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| 1. There is an active engaged board evidenced by typically having all board members in attendance at the board meeting |  |  |  |
| 1. We comply with the Open Meeting Law |  |  |  |
| 1. Our meeting started and ended on time |  |  |  |
| 1. Our meeting was well facilitated by the chair |  |  |  |
| 1. Did we have any members of the public present at our board meeting |  |  |  |
| 1. Our Executive Director and the board chair partner to shape the board meeting agendas and the overall work of the board for the year |  |  |  |
| 1. We had a lively discussion and occasional dissent |  |  |  |
| 1. The Board focused on results, guided by a clear set of measurable board-level and management –level goals for the year. |  |  |  |
| 1. An advance packet went out ahead of time to set the stage for strategic conversations. |  |  |  |
| 1. We spent most our board meeting time discussing strategic issues i.e. being proactive, vs reporting on activities that already happened i.e. being reactive. |  |  |  |

Evaluation Results for previous meeting ( ) were as follows:

YES- NO- UNSURE-