

Meeting Monitoring Guide

This guide is intended to help each board member attend to the quality of the board's performance at its meeting. Each meeting will have a designated process observer who will facilitate the board's collective monitoring of its performance at the conclusion of the meeting.

Today's date: _____

Instructions: **S** indicates Satisfactory, **NI** indicates Needs Improvement, and **UNS** indicates unsatisfactory.

Preparation

The board was prepared for this meeting. S NI UNS

Agenda

The agenda dealt with the board's job only, issues and intended outcomes were clear & well timed, and action items were assigned with deadlines. S NI UNS

Participation

Each board member had an adequate opportunity to participate in discussion and decision-making. S NI UNS

Board Chair

Board chair kept to the agenda and facilitated answers to questions & issues. S NI UNS

The board adhered to its adopted governance style:

Emphasized outward vision: _____ Yes _____ No

Encouraged diversity in viewpoints: _____ Yes _____ No

Exercised strategic leadership more than overseeing administrative detail: _____ Yes _____ No

Maintained a clear distinction between Board and staff roles: _____ Yes _____ No

Used collective decision making: _____ Yes _____ No

Looked to the future: _____ Yes _____ No

Treated all with courtesy, fairness, and dignity: _____ Yes _____ No

Comments:

Evaluator: _____

Form Revised: October, 07

Adapted from PSWD Meeting Checklist

Questions to Consider

Preparation:

- Were all pertinent materials included in the board packet?
- Was the packet available at least five days before the meeting?
- Does the board appear prepared for the meeting?

The Agenda:

- Does it deal with the board's job only?
- Were the issues and intended outcomes clear for each item?
- Was allotted time appropriate for each item?
- Were decision-making methods intentional and appropriate?
- Is follow-up (Where we go from here?) assigned and deadline specified?

Participation – all have adequate opportunity to participate in discussion & decision-making:

- Did some people talk too much? Some too little?
- Did anyone appropriately intervene when either of these things was happening?

The Board Chair:

- Keep to the agenda?
- Facilitate answers to questions and issues?
- Hold their viewpoint to the end?