

BOARD MEETING MONITORING FORM

In an effort to continually improve its Governance Process, the Council has developed this form to evaluate its progress. The Scheduled Board Member Evaluator, at the conclusion of each Board Meeting, completes this form. The Evaluator evaluates the Board as a whole, and not individual members.

Today's date: ____ / ____ / ____

(Instructions: For questions numbered 1 - 4, use the following: **S** indicates Satisfactory, **NI** indicates Needs Improvement, and **UNS** indicates Unsatisfactory. For questions in number 5, use Yes or No.)

1. The Board was prepared for the meeting: S NI UNS

2. The Board's time was appropriately divided between time spent on administration/management work and governing/leadership work: S NI UNS

3. Was each Board Member given and did each take an adequate opportunity to participate in discussion and decision making: S NI UNS

4. The Board's treatment of all persons was courteous, dignified and consistent: S NI UNS

5. Did the Board:
 - a. Adhere to its agenda: Yes No
 - b. Encourage diversity in viewpoints: Yes No
 - c. Refrain from doing committee/task force work: Yes No
 - d. Utilize collective decision making: Yes No
 - e. Look to the future: Yes No

Evaluator's comments:

Evaluator: _____

Signed: _____