

# EVALUATE YOUR MEETINGS

Mark answers based on meetings you attend. See score below.



**YES**

**NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do the meetings start on time?   |
| <input type="checkbox"/> | <input type="checkbox"/> | For the most part, does everyone stick to the subject?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the agenda available ahead of time?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does everyone have the opportunity to request time on the agenda?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all members have an opportunity to be heard without fear of being “put down?”   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the members feel comfortable asking questions or requesting to have information clarified?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the members called upon in a fair manner?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the decisions made during the meeting? (Decisions should not be made in the parking lot after the meeting, over email or on the telephone prior to the meeting.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are interruptions kept to a minimum?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the meeting end on time?  |

## SCORE YOUR MEETINGS:

10    YES:    These meetings are surely a pleasure to attend and the planned work gets accomplished.

6 - 9    YES:    You are doing a pretty good job but need to work on a few items.

1 - 5    YES:    You are committed but should ask for help from your council or district to make your meetings more effective before you and members of the executive board get frustrated.