



Board Meeting QUICK-ASSESSMENT

meeting
date: _____

name: _____ (optional)

	NO <u>low</u>	<u>medium</u>	YES <u>high</u>
1. the agenda package provided materials and information I needed to address and discuss issues coming before the board <i>comments/suggestions:</i>	1	2	3
2. the agenda focused the board's attention on what was truly important and optimized the use of our time <i>comments/suggestions:</i>	1	2	3
3. members came to the meeting prepared <i>comments/suggestions:</i>	1	2	3
4. routine matters were handled expeditiously <i>comments/suggestions:</i>	1	2	3

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|---|----------|----------|----------|
| 5. background briefings and presentations (from management, the board's committees and medical staff) were well organized and effectively/efficiently presented | 1 | 2 | 3 |
| <i>comments/suggestions:</i> | | | |
| 6. board member participation was roughly equal; no one dominated, nobody "checked out" | 1 | 2 | 3 |
| <i>comments/suggestions:</i> | | | |
| 7. most meeting time was spent dealing with important issues on which the board could add value | 1 | 2 | 3 |
| <i>comments/suggestions:</i> | | | |
| 8. less than 40 percent of the meeting's time was spent passively listening (to reports, briefings and presentations) | 1 | | 3 |
| <i>comments/suggestions:</i> | | | |
| 9. I had the opportunity to express my opinions and raise questions | 1 | 2 | 3 |
| <i>comments/suggestions:</i> | | | |
| 10. dissenting points of view were entertained | 1 | 2 | 3 |
| <i>comments/suggestions:</i> | | | |

11. the board chair did a good job of facilitating the meeting **1** **2** **3**
comments/suggestions:

12. follow-up on items requiring it was specified **1** **2** **3**
comments/suggestions:

13. my overall assessment of this meeting's effectiveness, efficiency and creativity *low* *medium* *high*
[**1**] [**2**] [**3**] [**4**] [**5**]

future meetings could be improved if we:

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