

[Church Name]

Evaluating the Effectiveness of Board Meetings Checklist

Notification of the board meeting was sent out at least a week before the meeting. All necessary papers were sent out in advance (not handed out at the meeting). The meeting room was conducive to work and to the comforts of the board members. Board members arrived on time (perhaps a little before the meeting to chat and get organized).

- There was a quorum
- The meeting began on time
- The purpose of the meeting was clear
- The meeting began on a positive note
- New people and guests were introduced to the board
- There was adequate information regarding all matters for discussion and decision
- The atmosphere was open and productive
- The agenda was appropriate for the time frame
- The agenda was followed, or if needed to be altered, was, with the consent of the board members
- Issues and problems were openly adequately presented
- If necessary, Roberts' Rules of Order were followed
- There was adequate time for discussion on separate items
- There was a conclusion to discussions: summarizing, things to do, who will do what by when
- Votes were taken as necessary
- Board members all participated as appropriate, kept to the agenda, listened to other and avoided side meeting that were distracting
- The board chair kept things in order and moving along
- Board members were thanked for their participation, work and involvement
- The meeting ended on time