

Sample Meeting Effectiveness Survey (Board or Committee Meetings)

Note: The following is intended to be an example that boards should adapt to meet their individual needs.

Overview

The purpose of a meeting effectiveness survey is to improve meeting quality and process. The survey or questionnaire usually asks questions aimed at evaluating the following:

- Quality and timeliness of materials.
- Effectiveness of the meeting.
- Agenda management.
- Effectiveness of the debate.
- Conduct of meeting participants.
- Effectiveness of chair.
- Overall satisfaction.

The survey should be short enough to be completed before participants leave the room. The results should be shared with the chair as soon as possible and should be periodically presented to the board.

Materials		Yes	No	
1. Did you receive the materials, including the agenda, in sufficient time for you to prepare for the meeting?				
2. Were relevant materials provided?				
3. Were the materials sufficient to assist you in forming an opinion on decisions made by the board?				
Comments				
Meeting Management	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Dissatisfied
4. Did the meeting start and end on time?				
5. Were you satisfied with your opportunity to participate in the debate?				
6. Were you satisfied with the manner in which other board members contributed to the debate?				
7. Was the chair effective in allowing all sides to be heard while bringing the matter to a decision?				
Comments				
Overall Satisfaction with Meeting	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Dissatisfied
8. Were you satisfied with what the board accomplished?				
9. Were you satisfied with the board's overall performance?				
10. Were you satisfied that all participants were prepared for the meeting?				
Comments/Areas for Improvement				
Meeting Date:				
Meeting Type:				
Name of Committee:				