

Evaluating effectiveness of a Board meeting

Evaluating the effectiveness of a Board meeting is an important aspect of corporate governance. A board meeting evaluation should be designed to be used as an ongoing regular health check but can also be used when a problem is identified and it should be kept simple.

Evaluations should not be done more frequently than they can add value, and they should start with a collective view and then add individual feedback if required when an issue has been identified.

Here is a checklist that can help you to evaluate your Board meetings:

1. Meeting Preparation:

- Was the date and time set with sufficient notice?
- Were the agenda and papers distributed in advance to allow sufficient time to read and consider?
- Were the materials comprehensive and relevant and relevant to the strategic plan?
- Were items clearly identified as for decision or for noting?
- Were the items linked to the strategic plan?
- Were there any technical issues with the materials or distribution?

2. Meeting Conduct:

- Was there an opportunity to identify and manage any conflicts of interest?
- Was the meeting conducted in an orderly manner?
- Was there adequate time for discussion?
- Was there adequate time for decision-making?
- Were all directors engaged in the discussion?
- Was it evident that any directors were unprepared?
- Were all directors given an opportunity to speak?
- Was there any inappropriate behaviour or conflict?

3. Meeting Outcomes:

- Was progress on action items form previous meetings reviewed?
- Were all agenda items covered?
- Were all decisions made in accordance with the organization's policies and procedures?
- Were all decisions made in accordance with applicable laws and regulations?
- Were all decisions made in the best interests of the organization?

4. Meeting Follow-up:

- Were action items assigned to appropriate individuals?
- Were deadlines established for action items?

Please note that this is not an exhaustive list, and it may need to be customized based on your organization's unique characteristics.

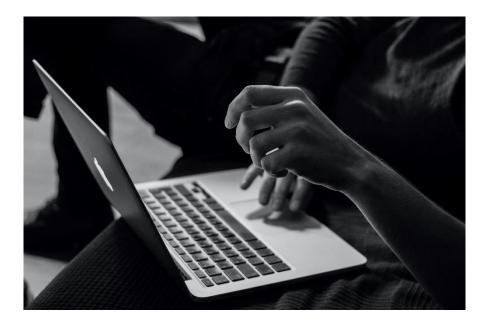
I hope this information helps you evaluate the effectiveness of your board meetings.

1 | Page V0.1 Draft



Board Evaluation Survey

Associations Forum's Board Evaluation Survey is an online questionnaire where each Board director completes questions on Board clarity, processes and culture.



Areas examined include:

- Board Size and Composition
- Constitution and Clarity of Mission
- Board Meeting Processes and Attendance
- Communications, Chairing and Effectiveness
- Finances

With the results, associations can see whether there is a convergence of opinions within the Board and benchmark with other entities.

All Board director responses will be de-identified and the association will receive a report based on the findings.

The Board Evaluation Survey is free for <u>Gold and Silver Members</u> of Associations Forum.

For more information on the Board Evaluation Survey please email membership@associations.net.au or call (02) 9904 8200.

2 | Page VO.1 Draft