

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 from 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.

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 Gold and Silver Members of Associations Forum.

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