Logo, company name

Description automatically generated

**Board Meeting Evaluation Form**

For self-completion by Directors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Check List | | Exceeds  Expectations | |  | Below  Expectations | |
| 1 | The agenda was clear and sensible. | 5 | 4 | 3 | 2 | 1 |
| 2 | The meeting agenda and papers were distributed in a timely manner. | 5 | 4 | 3 | 2 | 1 |
| 3 | Written reports were clear, relevant and of the right length. | 5 | 4 | 3 | 2 | 1 |
| 4 | Discussions were on target and suitably focussed in terms of detail and priority. | 5 | 4 | 3 | 2 | 1 |
| 5 | Board Members were prepared and participated appropriately. | 5 | 4 | 3 | 2 | 1 |
| 6 | Education and briefings provided were relevant and helpful. | 5 | 4 | 3 | 2 | 1 |
| 7 | Board and management Roles & Responsibilities were clear. | 5 | 4 | 3 | 2 | 1 |
| 8 | Board discussion focussed on strategy, policy and compliance. | 5 | 4 | 3 | 2 | 1 |
| 9 | Objectives of the meeting were accomplished. | 5 | 4 | 3 | 2 | 1 |
| 10 | The meeting ran on time. | 5 | 4 | 3 | 2 | 1 |

Comments and suggestions:

Director: Date: