

Committee Meeting Evaluation Form

Name: _____ Date: _____

A committee member's time is valuable and highly sought after. When committees gather, there is often great pressure to make the most of this scarce and valuable resource. This form is to be used at the end of each committee meeting to help acknowledge areas of effectiveness and identify areas for continuous improvement.

Instructions:

For each statement, please circle the numerical response that best describes your experience of today's meeting.

1= Unsatisfactory, 3=Satisfactory, 5=Very Good

Good Practices	Rating
1. The meeting agenda was clear and appropriately focused on committee level items	1 2 3 4 5
2. The agenda package was thorough and provided relevant background to members	1 2 3 4 5
3. Members came fully prepared to actively participate in the agenda	1 2 3 4 5
4. The chair set and maintained conditions for an engaging and effective meeting	1 2 3 4 5
5. Members respected the practices of good dialogue and respectful conduct	1 2 3 4 5
6. Diverse perspectives were encouraged and valued as part of the discussions	1 2 3 4 5
7. Members engaged at the right level and stayed within the committee's TOR/mandate	1 2 3 4 5
8. All members were given opportunity to participate in discussions and decision-making	1 2 3 4 5
9. All members contributed in a meaningful way to discussions and decision-making	1 2 3 4 5
10. Recommendations were formed that will advance CREA's strategic plan and priorities	1 2 3 4 5
11. Overall, I feel this meeting was time well spent in service to CREA's mission	1 2 3 4 5
12. Overall, I feel I my contribution to this meeting was valuable and valued	1 2 3 4 5

The **most successful part &/or outcome** of this meeting was:

One thing I would recommend we **STOP** doing at committee meetings is:

One thing I would recommend we **START** doing at committee meetings is: