

EVALUATING THE EFFECTIVENESS OF YOUR MEETINGS

“An effective meeting is one in which participants work together in a positive and constructive way; feel comfortable expressing ideas and concerns; leave the meeting feeling like something has been accomplished....”

--Yukon Volunteer Bureau, Lunch & Learn series--

ACTIVITY	YES	NO	COMMENTS/PLANS
1. Do you have an agenda?			
2. Does the meeting location work? (accessible for all)			
3. Do you have a secretary/treasurer for proper record-keeping?			
4. Do your meetings start on time?			
5. Do your meetings end later than they should?			
6. Do you always have quorum? (majority of members in attendance)			
7. Is adequate background information provided to members when needed?			
8. Is this done in a timely manner in order to allow members to come prepared for discussion?			
9. Do members come prepared for discussion and informed decision- making?			
10. Do all participants have an opportunity to participate?			
11. Do participants get off topic—stray from the agenda?			
12. Does the Chair summarize and keep the group focused?			
13. Do you come to decisions that are understood by all participants?			
14. Are 'Action items' and 'Next steps' clear?			
15. Does the meeting have a purpose and goal?			
16. Do you usually meet your goal /fulfill the purpose?			
17. Are members able to shift from 'individual thinking' to 'group thinking'?			
18. When participants leave, are they clear on what is expected of them?			
19. When participants leave, do they appear to be satisfied with what has been accomplished at the meeting?			