



Center for Nonprofit Leadership

at ADELPHI UNIVERSITY
School of Social Work

Form to Evaluate Board Meetings

	O.K.	Needs Improvement	Suggestions for Improvement
1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting.			
2. All board members were prepared to discuss materials sent in advance.			
3. Reports were clear and contained needed information.			
4. We avoided getting into administrative/management details.			
5. A diversity of opinions were expressed and issues were dealt with respectfully.			
6. The chair guided the meeting effectively and members participated responsibly.			
7. Next steps were identified and responsibility assigned.			
8. All board members were present.			
9. The meeting began and ended on time.			
10. The meeting room was conducive to work.			
11. Most board members participated and no one dominated the discussion.			
12. We stayed on the agenda and covered what needed to be covered.			
13. We did not spend the majority of time listening to reports.			
14. Our time was well spent.			
15. We enjoyed being together.			

Please let us know if you have suggestions for improving our meetings: