**Meeting Effectiveness Survey**

Chapter Presidents can use this to assess the effectiveness of meetings. Distribute it at one of your general meetings and ask members (including other chapter officers) to complete anonymously and return to you.

**1. MEETING OBJECTIVES**

Are objectives clearly set out in advance of the meeting?

1 2 3 4 5 6 7

Objectives are seldom Objectives are always

set out in advance set out in advance

**2. COMMUNICATION**

Are agendas circulated to all members in advance of the meeting?

1 2 3 4 5 6 7

Agendas are rarely Agendas are always

circulated in advance circulated in advance

**3. START TIMES**

Do meetings start on time?

1 2 3 4 5 6 7

Meetings hardly ever Meetings always

start on time start on time

**4. TIME LIMITS**

Are time limits set for each agenda item?

1 2 3 4 5 6 7

We do not set Time limits are always

time limits set for each item

**5. MEETING REVIEW**

Are action items from the previous meeting(s) brought forward?

1 2 3 4 5 6 7

Items are seldom Items are always brought

brought forward forward from previous meetings

**6. WARM-UP**

Is there a meeting warm-up to hear from all members?

1 2 3 4 5 6 7

We seldom use We often use a

a meeting warm-up meeting warm-up

**7. ROLE CLARITY**

Are roles (i.e. timekeeper, scribe, facilitator) made clear?

1 2 3 4 5 6 7

Roles are not Roles are always

identified clearly defined

**8. SETTING**

Is there a quiet place for the meeting, with ample work space and AV support?

1 2 3 4 5 6 7

The meeting place is The meeting place

not well suited is very good

**9. PROCESS**

Is there clarity before each topic as to how that item will be managed?

1 2 3 4 5 6 7

There is rarely any There is always clarity

planning on process on process

**10. PREPARATION**

Does everyone come prepared and ready to make decisions?

1 2 3 4 5 6 7

We are often unprepared We are generally prepared

**11. INTERRUPTIONS**

Are meetings being disrupted due to people leaving, chatter, texting, etc.

1 2 3 4 5 6 7

There are constant We control

interruptions interruptions

**12. PARTICIPATION**

Are all members fully exchanging views, taking responsibility for action items and

follow-up?

1 2 3 4 5 6 7

People hold back and Everyone offers ideas

don’t take ownership and takes action

**13. LEADERSHIP**

Does one person make all the decisions, or is there a sharing of authority?

1 2 3 4 5 6 7

The president holds the chair Authority is shared

and makes most decisions

**14. PACE**

How would you rate the pace of the meetings?

1 2 3 4 5 6 7

Poor Just right

**15. TRACKING**

Do meetings stay on track and follow the agenda?

1 2 3 4 5 6 7

Meetings usually stray Meetings usually

off track stay on track

**16. RECORD KEEPING**

Are quality minutes kept and circulated?

1 2 3 4 5 6 7

Yes, they are No, they are not

**17. LISTENING**

Do members practice active listening?

1 2 3 4 5 6 7

We don’t listen closely Members listen actively

to each other

**18. CONFLICT MANAGEMENT**

Are differences of opinion suppressed, or is conflict effectively used?

1 2 3 4 5 6 7

Conflict isn’t very Conflict is effectively

effectively used exploited for new ideas

**19. DECISION MAKING**

Does the group generally make good decisions at our meetings?

1 2 3 4 5 6 7

We tend to make We tend to make

poor decisions good decisions

**20. CLOSURE**

Do we tend to end topics before getting into new ones?

1 2 3 4 5 6 7

We constantly start We close each topic

new topics before moving on

**21. CONSENSUS**

Do we work hard to make collaborative decisions that we can all live with?

1 2 3 4 5 6 7

We abandon consensus We work hard

too easily to reach consensus

**22. FOLLOW-UP**

Is there good coherent follow-up to commitments made at meetings?

1 2 3 4 5 6 7

We tend not to There is consistent

follow up well follow-up