**[Hospital Name or Logo]**

**Board Meeting Evaluation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Rating** | | | |  | **Comments** |
|  |  | Excellent | Fair | Poor | Not Sure |  |  |
| 1. The agenda and all supporting materials were distributed well in advance of the meeting |  |  |  |  |  |  |  |
| 1. The agenda was clear, well-organized, prioritized critical issues and made effective use of our time |  |  |  |  |  |  |  |
| 1. All members arrived well-prepared to discuss advance materials |  |  |  |  |  |  |  |
| 1. The chair conducted the meeting effectively, allocating adequate time for discussion, soliciting input from all members, maintaining focus and keeping the agenda moving forward |  |  |  |  |  |  |  |
| 1. Committee and staff reports were clear and focused on necessary information |  |  |  |  |  |  |  |
| 1. Approximately 75% of the agenda was future-focused, and only 25% focused on past events |  |  |  |  |  |  |  |
| 1. Discussion focused on high-level strategic issues |  |  |  |  |  |  |  |
| 1. More than 30% of the agenda discussion incorporated quality and patient safety |  |  |  |  |  |  |  |
| 1. Governance was proactive and strategic |  |  |  |  |  |  |  |
| 1. Members had sufficient information and understanding to exercise sound judgment and make evidence-based decisions |  |  |  |  |  |  |  |
| 1. Board members engaged collaboratively in discussion, asked insightful questions, offered diverse perspectives, and acted decisively |  |  |  |  |  |  |  |
| 1. Appropriate action items, accountabilities and time frames were clearly established |  |  |  |  |  |  |  |
| 1. The board upheld is fiduciary responsibilities |  |  |  |  |  |  |  |
| 1. The meeting achieved its objectives and was a productive use of members’ time |  |  |  |  |  |  |  |
| 1. As a result of today’s meeting, what important topics should be explored at our next meeting? |  |  |  |  |  |  |  |

**Comments:**