

Committee Health Check

How Well Do You Manage Your Meetings?

		Unclear			Clear	
		1	2	3	4	5
1	The procedures for calling meetings are clear					
2	The purposes of the meetings are clear					
3	We have an agreed set agenda which goes out in advance					
4	All members can add to the agenda before the meeting					
5	Meetings start and end on time					
6	Everyone who needs to attend usually does so					
7	We have a nominated chairperson who acts with agreement					
8	Training is given to the committee members					
9	There is a written record of decisions that are made					
10	There is a positive atmosphere at our meetings					
11	Members are given time and space to make their contributions to the meeting					
12	Clear summaries of discussions are made during the meeting					
13	Meetings concentrate on achieving solutions, not raking over the past business					
14	Introductions are made each time someone new is at the meeting					
15	Decisions made are followed up at the next meeting					
16	Meetings motivate the members					
17	Non committee members are kept informed of committee decisions					
18	Meetings are reviewed to see what changes need to be made					