Board Meeting Independent Observation

Name:

Date of Meeting:

|  |  |  |
| --- | --- | --- |
| Logistics | Yes | No |
| Was the location clearly identified and easily accessible?  |  |  |
| Was the meeting held in a location conducive to a board meeting? |  |  |
| Was it clear who board members were and who other staff or members of the public were? |  |  |
| Participation | Yes | No |
| Was a quorum present? Where members of the Administration Team there? |  |  |
| Did they begin on time and follow Open Meeting Law? |  |  |
| Was there a meeting agenda and was it followed? |  |  |

|  |
| --- |
| Meeting Content |
| Did anyone from the public address the board or make comment?How did the board chair handle it? |
| Who spoke at the meeting; everyone or just a few people? Did anyone dominate the discussions? If so what role did that person play? |
| Did the board meeting focus more on governance or management?What evidence brought you to that decision? |
| What discussions did the board have; were they appropriate discussions for the board level? |
| What evidence did you see of the board having functioning committees?  |
| Did the board meeting conclude at a reasonable time? |
| Executive Directors Role |
| Were you able to determine the roll the Executive Director played in the board meeting? |
| Did the Executive Director speak much? |
| What role did he/she take in decision-making? |
| What could you surmise about the Executive Directors relationship with the board? |