

Self-Evaluation Tool

The committee self-evaluation process is a collective, introspective, and comprehensive reflection by your committee members. By asking specific questions, your committee members, in collaboration with the committee chair, can find way for enhance the effectiveness of the committee.

Your committee should conduct a self-evaluation on an annual basis. This evaluation can be done in a number of different ways. The sample questions included in this document are examples and intended to provide a starting point to evaluate the performance and effectiveness of your committee. Your committee should use the evaluation process to identify strengths and weaknesses, to flag areas for improvement, and to plan for further action as appropriate.

Before you complete the evaluation, determine how you are going to ensure the responses you receive will reflect an open and positive exchange of ideas and opinions. The self-evaluation process should not become an opportunity to criticize anyone in particular or to vent frustrations about members of the committee. You should also determine how to best report or share the findings (all findings) of the self-evaluation before the evaluation.

The following pages provide a framework and suggested questions for use in evaluating your committee. Not all questions will be appropriate for your committee. Use the questions provided as a basis for your own committee evaluation. The best tool to evaluate your committee will be the one that you construct to meet your own unique needs.

Self Evaluation Tool Sample

Goals or Purpose of Committee

1. All committee members understand the goals and purpose of our committee.

☒ 1
Strongly Agree

□ 2

□ 3

□ 4

□ 5

Strongly Disagree

2. The committee members agree on the goals and purpose of the committee.

☐ 1
Strongly Agree

3. There is alignment between our goals and purpose and the actions taken and/or the decisions made by the committee.

☐ 1
Strongly Agree

Support for the Committee

- Our committee has adequate resources (for example, budget, people) to support its function.

☐ 1
Strongly Agree

5. Our committee has the respect and support of key stakeholders within our organization.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

Time and Location of Meetings

6. Our meetings are held regularly and with appropriate frequency.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

7. Our meetings begin and end as scheduled.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

8. The length of our meetings is appropriate and respectful of the agenda.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

9. We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 Strongly Agree Strongly Disagree

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 Strongly Agree Strongly Disagree

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 Strongly Agree Strongly Disagree

13. Attendance at our meetings is consistent and members arrive on time.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Agree Strongly Disagree

Strongly Agree Strongly Disagree

15. The minutes of our meetings are accurate and reflect the discussion, next steps and/or action items articulated by the members.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Agree Strongly Disagree

Membership

16. Our membership represents the talent and skill set required to fulfill the goals and purpose of the committee.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

17. Our members treat each other with respect and courtesy.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

18. Our members come to meetings prepared and ready to contribute.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

19. As a general rule, when I speak I feel listened to and that my comments are valued.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Strongly Agree Strongly Disagree

General Comments

20. What I like the most about our meetings?

21. What I would like to see improve at our meetings?

22. What areas should the committee focus on in the future?