|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Preparation:** | **Yes** | **No** | **Unsure** | **Comments** |
| Agenda and board papers are distributed with sufficient time to review/prepare |  |  |  |  |
| Minutes are distributed in a timely manner |  |  |  |  |
| **Other:** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Items:** | **Yes** | **No** | **Unsure** | **Comments** |
| Specific and defined in terms of their intended outcome |  |  |  |  |
| Timed |  |  |  |  |
| Sequenced |  |  |  |  |
| Actionable |  |  |  |  |
| Allocated so that there is a person responsible for each item |  |  |  |  |
| **Other:** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Processes:** | **Yes** | **No** | **Unsure** | **Comments** |
| Apologies are recorded |  |  |  |  |
| Conflicts of interest are declared/managed |  |  |  |  |
| Minutes from the past meeting addressed |  |  |  |  |
| Board papers are clear and concise and state an intended outcome |  |  |  |  |
| Food & refreshments are provided |  |  |  |  |
| A suitable meeting room/space is utilised |  |  |  |  |
| Meetings start on time |  |  |  |  |
| Board members are prepared and read papers prior to attending |  |  |  |  |
| **Other:** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Discussion** | **Yes** | **No** | **Unsure** | **Comments** |
| Finance and management reports are clearly delivered |  |  |  |  |
| Discussion is strategic and related to the strategic plan |  |  |  |  |
| Items are timed and generally stay on track |  |  |  |  |
| There is provision for innovative discussion - OPEX (opinion exchange) |  |  |  |  |
| There is a positive environment and good board culture |  |  |  |  |
| Board members are courteous, listen to others opinions and don’t interrupt |  |  |  |  |
| Discussion is robust |  |  |  |  |
| Board members are actively engaged |  |  |  |  |
| All board members contribute to discussion |  |  |  |  |
| Decisions are made for each item |  |  |  |  |
| **Other:** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leadership** | **Yes** | **No** | **Unsure** | **Comments** |
| The agenda is followed |  |  |  |  |
| The meeting runs on time |  |  |  |  |
| Discussion from all is encouraged |  |  |  |  |
| The Chair ensures discussion remains on topic |  |  |  |  |
| The meeting is formally closed |  |  |  |  |
| **Other:** |  |  |  |  |

**Summary of Successful Board Operations**

*(Highlight effective board meeting operation and behaviours observed)*

**Considerations for Future Improvement**

*(List any areas that may be considered for future improvement)*