Committee Evaluation

Description:

This tool provides a questionnaire to help committee members evaluate the effectiveness of the committee and determine whether they are achieving their objectives.

How it can be used:

An effective committee is one that regularly reflects on its purpose, value, and outcomes. This framework can be used by a committee to evaluate whether it is meeting its goals. Tailor the questions so they are appropriate for your purposes, lay out a process for the evaluation, create a structure for reporting back to the committee, and identify how any changes may be addressed. It is recommended that committee Terms of Reference include reference to an annual process of evaluation.

Goals and Purpose of Committee

1. All committee members understand the goals and purpose of the committee.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

2. Committee members agree on the goals and purpose of the committee.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

3. There is alignment between goals and purpose, and actions taken and/or decisions made by the committee.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

4. The committee regularly meets our objectives and reaches our goals.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

5. The committee reviews its progress on a regular basis and makes adjustments where required.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

6. The committee holds members accountable for their commitments and areas of responsibility.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

Support for the Committee

7. The committee has adequate resources (budget and people) to support its function.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

8. The committee has the respect and support of key stakeholders within its organization.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

Time and Location of Meetings

9. Meetings are held regularly and with appropriate frequency.
   □ 1 □ 2 □ 3 □ 4 □ 5
   Strongly Agree Strongly Disagree

10. Meetings begin and end as scheduled.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

11. The length of meetings is appropriate and respectful of the agenda.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

12. Agendas and materials are received in advance of the meeting to allow for appropriate review and preparation.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

13. Meeting time is consistently well used. Issues get the time and attention proportionate to their importance.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

14. The location where meetings are held is conducive to positive group interaction and discussion.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

15. The location where meetings are held allows for a variety of educational modalities (e.g., audio/visual presentations).
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

Attendance

16. Attendance at meetings is consistent and members arrive on time.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

17. Attendance at meetings is evaluated as a criterion for continued membership on the committee.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

Recording/Minutes

18. Minutes of 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

19. 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
20. Members treat each other with respect and courtesy.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree
21. Members come to meetings prepared and ready to contribute.
    □ 1 □ 2 □3 □ 4 □ 5
    Strongly Agree Strongly Disagree
22. As a general rule, when I speak I feel listened to and feel that my comments are valued.
    □ 1 □ 2 □ 3 □ 4 □ 5
    Strongly Agree Strongly Disagree

General Comments

23. What I like the most about the committee meetings?

24. What could be improved at committee meetings?

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

Source:
First Nations Health Managers – Governance, Strategy, Policy and Decision-Making Toolbox
First Nations Health Managers Association