

Chairperson Self-Evaluation

AS A CHAIRPERSON OF A GROUP, I ...	YES	NO	NEEDS IMPROVEMENT
Make adequate preparations prior to the meeting?			
Develop an agenda with others' input?			
Ensure agenda and meeting package have been circulated in advance of the meeting?			
Provide a good physical environment?			
Follow the agenda and keep discussion on topic?			
Be sure the meeting is orderly and follows the organization's rules of order?			
Follow the organization's policies and procedures / foundational documents?			
Explain each agenda item and its goal?			
Help the group become comfortable with each other by using ways of putting people at ease?			
Ensure all participants have an opportunity to take part in the discussion?			
Help clarify member's comments?			
Summarize discussion to facilitate decision making?			
Help the group arrive at conclusions?			
Restate motions before calling for a vote?			
Identify action items and responsibility?			
Outline matters to be held over for future meetings?			
Identify next meeting time and location?			