



Ontario Organizational
Development Program

Board or Committee Meeting Evaluation Form

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Board or Committee Meeting Evaluation Form

(This form can be adapted to an online format as needed for ease of completion)

Meeting date: _____ Meeting type: ☐ Board ☐ Committee – name: _____

Item	Strongly Disagree	Disagree	Agree	Strongly Agree
1. I was provided the Board package (i.e., agenda and reading materials) in enough time to prepare.				
2. The meeting materials were clear and accessible.				
3. The meeting began with a Land Acknowledgement, solidarity statement(s) and/or a mission moment (i.e., an example of we achieved our mission and/or embodied our values since the last meeting).				
4. The agenda was clear and realistic for the allotted meeting time.				
5. The agenda clearly indicated items that required Board approval or action.				
6. The agenda gave sufficient time for strategic and generative discussions.				
7. Discussions integrated an anti-racism, anti-Black racism and/or decolonized lens.				
8. I felt that my contributions were valued.				
9. There was space to express a diversity of opinions.				
10. There was safety to speak about experiences related to social location and/or identity in the Board room.				
11. The meeting focused our time on the issues of greatest importance.				
12. The Chair role-modelled and facilitated so as to encourage equitable participation of all present.				
13. Disagreements were handled openly and directly.				
14. Racism, anti-Black racism and/or other oppressions were absent or were addressed in a constructive way when they did occur.				
15. The Chair balanced keeping discussions on track with giving space for people to share and contribute.				
16. I felt my lived experience and/or identity were respected by my colleagues at the meeting.				
17. Decisions on new information shared were deferred as needed to give more time for reflection.				
18. Responsibility for follow-up action items were clear.				
19. The meeting started and ended on time.				
20. We accomplished what we needed to at the meeting.				

21. Comments: