



## Committee Evaluation

The committee self-evaluation process is a collective, introspective, and comprehensive reflection by committee members. By asking specific questions, members, in collaboration with the committee chair, can capture effective suggestions to improve and enhance the effectiveness of each committee.

Committee self-evaluation is conducted on an annual basis, ahead of the next Academic year, with comments and suggestions then fed into the structure, content and presentation of each committee for the following year.

Comments and suggestions should be constructive, and actionable suggestions. A critical view is useful but we as respondents to always frame this within the greater narrative of the positive work the committee has achieved over the outgoing year, which should help respondent to focus on how improvements can drive further successes into the next cycle.

### Feedback

#### Goals or Purpose of Committee

1. All committee members understand the goals and purpose of our 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 our goals and purpose and the actions taken and/or the decisions made by the committee.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

4. Committee goals and purpose are captured in a working Terms of Reference, including details of core membership.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

### **Support for the Committee**

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

1       2       3       4       5  
Strongly Agree      Strongly Disagree

6. Our committee has the respect and support of key stakeholders within our organisation.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

### **Time and Location of Meetings**

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

1       2       3       4       5  
Strongly Agree      Strongly Disagree

8. Our meetings begin and end as scheduled.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

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

1       2       3       4       5  
Strongly Agree      Strongly Disagree





## **General Comments**

21. What I like the most about our meetings?

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

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

24. Any other comments: