

Evaluating your Skill as a Chairperson¹

Evaluate how well you perform as a chairperson by responding to the following statements and mark the options that are closest to your experience. Be as honest as you can: if your answer is “never” mark Option 1; if it is “always” mark Option 4; and so on. Add your scores together and refer to the analysis at the end to see how you scored. Use your answers to identify the areas that need most improvement.

1 I begin each meeting at its scheduled start time.

① ② ③ ④

2 I ensure that participants understand the minutes of the previous meeting.

① ② ③ ④

3 I follow the approved agenda for each meeting.

① ② ③ ④

4 I explain the purpose of each meeting clearly to all the participants.

① ② ③ ④

5 I allow all points of view to have a fair hearing.

① ② ③ ④

6 I am aware of each participant’s motives and hidden agendas.

① ② ③ ④

7 I ensure that all participants are fully involved in each meeting.

① ② ③ ④

8 I make sure that I am thoroughly prepared for each meeting.

① ② ③ ④

9 I refer to a meeting procedures guide before each formal meeting.

① ② ③ ④

10 I make sure that full and accurate minutes of each meeting are taken.

① ② ③ ④

11 I ensure that participants know what action to take before the next meeting.

① ② ③ ④

12 I ensure that participants know the time and place of the next meeting.

① ② ③ ④

Analysis:

12-24: Your skills as a chairperson need considerable improvement; rethink your approach to the role and take action.

25-36: You have definite strengths but must concentrate on improving weak points.

37-48: The meetings you chair should run smoothly. Since each meeting is different, continue to prepare well.

¹ From *Managing Meetings* (1998) by Tom Hindle. NY: DK Publishing Inc.