

Chairperson Self-Evaluation

As chairperson of the group, do I...

1. Make adequate preparations prior to the meeting?
2. Develop an agenda?
3. Follow the agenda?
4. Help the group become comfortable with each other by using ways of putting people at ease?
5. Provide a good physical environment?
6. Offer a clear statement of the purpose of each item on the agenda and state the objective to be achieved in its consideration?
7. Help clarify group members' comments?
8. Succeed in keeping the discussion focused on the topic?
9. Give frequent summaries of group thinking so that the group can see and feel the progress being made?
10. Help the group arrive at conclusions?
11. Outline matters to be held over for future meetings?

Yes	No	Needs Improvement