



Athlete Representative/Council Meeting Evaluation Form Template

Date of Meeting: _____

1. For the statements listed below, please check the appropriate column.

| | Worked Really Well | Worked Well | Needs More Work |
|--|--------------------------|----------------|-----------------------|
| 1. Material was circulated in a timely fashion before the meeting. | | | |
| 2. The agenda was clear and realistic. | | | |
| 3. We had an opportunity to contribute to the agenda. | | | |
| 4. We had an opportunity to determine priorities within the agenda. | | | |
| 5. The agenda items related to our sport objectives. | | | |
| 6. Discussions were kept on track. | | | |
| 7. Barometer readings of “how we’re doing so far” were taken. | | | |
| 8. Disagreements were handled openly, honestly and directly. | | | |
| 9. I listened to others and considered their point of view. | | | |
| 10. Everyone was encouraged to discuss and share their own opinion. | | | |
| 11. Business was kept “on top of the table” and not “behind closed doors”. | | | |
| 12. Meeting members felt supported and valued. | | | |
| 13. Organizational support and technical information was readily available to support our discussions. | | | |
| 14. Meeting members provided each other with feedback. | | | |
| 15. The work was divided evenly among group members. | | | |
| 16. I came prepared for the meeting. | | | |
| 17. I accepted and handled responsibility within the group to complete the agenda. | | | |

2. How can the athlete representative/council improve the quality of the meeting environment and meeting output?

3. Overall, how can the athlete representative/council improve its meeting operations?

4. How can you personally improve a) the athlete representative/council meetings and b) your own participation?

5. Additional Comments.
