



KASAGANA-KA
Mutual Benefit Association, Inc.

Committee Assessment Form

For the period: _____

Regular Evaluations ensure that the terms of reference are being followed and that each committee are achieving company's goal. It also allows the committee to address a possible need for revision of terms and reference, ensure effective leadership, and allow member turnover. Below are the criteria used for evaluation.

- 1 – Strongly Agree
- 2 – Agree
- 3 - Disagree
- 4 – Strongly Disagree

1	The committee members understand the goals and purpose of the committee	
2	There is alignment between our goals and purpose and the actions taken and/or decisions made by the committee	
3	Our committee has adequate resources to support its function	
4	Meetings are held regularly and with appropriate frequency	
5	Our meetings begin and end as scheduled	
6	Minutes and Agenda are received in advance, allowing the members for review and preparation	
7	Attendance at our meetings is consistent and members arrive on time	
8	Minutes of the meetings are accurate and reflect the discussion	
9	Members of the committee treat each other with respect and courtesy	
10	My comments and suggestions are being valued at all times	

Submitted by: _____

Date: _____