

NTUUC Board Process Observers

Meeting Date: _____

Process observers pay attention to how the Board is working together and give feedback on process near the end of the meeting. Because they do not generally take part in the discussion, they are in a position to catch things the facilitators and participants may miss. When called upon to report, process observers give feedback that is factual and specific. They may notice and point out trends. They comment on the strengths of the group. Their contribution is valuable to both leadership and participants.

Process observers look for and may provide feedback on any of the following:

Atmosphere

___ Enjoyable

___ Tense

___ Welcoming

___ Productive

___ Argumentative

___ Respectful

___ Supportive

___ Competitive

___ Results oriented

___ Nit picking

___ Sociable

___ Stressful

___ Relaxed

___ Other?

Energy level — high? low? excited? exhausted?

Participation

- Did members participate responsibly and effectively in discussions?
- Did everyone participate?
- Which procedures helped encouraged participation?
- Which discouraged participation?
- Were diverse opinions were encouraged, expressed, and dealt with in a respectful manner?
- Was agreement on decisions reached in a fair and reasonable way?

Quality of interaction

- How well did the participants listen to each other?
- Speak to each other?
- Did conflict arise?
- How was it handled?

Clarity

- Did people understand what they were to do?
- Was there confusion?
- Did questions arise related to process or content?
- How well did meeting participants stay on track in working toward the group's objectives and avoiding distractions, tangents, administrative or agency management details?
- Were action items summarized and clarified at the end of the meeting?

Effectiveness

- How well did group adhere to allocated times for each agenda item?
- Overall, was the group's achievement the best that could be hoped for considering the time restraints?

What do you like most about the way the meetings were held?

What could be improved about the way the meeting was held?