

# Business Session Evaluation

## ***Meeting Opening:***

Was it organised?

Did the Chairman convey a sense of welcome?

Were guests and visitors properly introduced and made welcome?

## ***Program Changes:***

Hopefully none, but if any

Was the Vice President Education in charge of the situation?

## ***Secretary:***

Efficiency with correspondence?

Any problems with the meetings?

## ***Reports:***

Did the executive members presenting reports convey a sense of efficiency and action?

Quality of the reports (were there any written reports?).

## ***Chairman:***

Was he/she in control?

Did he/she move the meeting along?

Did the session run overtime?

Did he/she handle effectively any motions and parliamentary procedure in generally?

## ***General Impressions:***

Did the session have "life"?

What was the level of participation by members? (General or dominated by just a few?)

Was the session enjoyable for all or just a "dead" period?