

Opportunity Knocks (OK)
OK Team Facilitators Annual Self-Evaluation - 2010

I. MEETING PLANNING	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Agendas are a regular part of our monthly team meetings, and are for the most part are followed/covered during the course of the meeting.					
My team members know each month the time, date and location of our meetings.					
All members understand what is expected of them as part of being in an OK team (attendance, confidentiality, participation, accountability)					

II. MEETING CONTENT	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Our meetings are conducted effectively and managed efficiently.					
Our monthly meetings include the appropriate amount of reporting, education, discussion and decision-making.					
The majority of our team meetings are devoted to listening to and helping members with their business challenges, threats and opportunities.					
We struggle to have time to get to business-related issues at our team meetings, which tend to be more social events.					
We have regular guest speakers in our monthly team meetings that address issues of interest to the group.					
Follow-up on critical issues raised during meetings is a regular part of our agenda.					
All members set annual personal and professional/business goals and report to the group on progress.					
If an immediate issue is brought to the meeting this item takes priority.					

Free comment question: If you could change one thing about your team meetings to make them more effective, interesting or engaging, what would it be?

III. TEAM COMPOSITION	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Our team currently seems too large for all members to be productive.					
Either due to attendance or attrition, our team seems to always be a bit too small in numbers to be effective.					
Based on feedback from the members, our team is just the right size.					
Our team has a good mix of larger and smaller businesses, and about the right combination of types (sectors) of companies.					
Our team composition is lacking a member or member(s)					

in a particular sector (accounting, legal, financial, real estate, etc.)*					
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* Please specify

IV. PEER PROBLEM SOLVING	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
We have excellent attendance from members of our team.					
Our team has generally had poor attendance over the past year.					
Our team disciplines itself in matters such as attendance and follow-up by members with critical issues.					
Team members are generally very open about sharing their business problems and challenges.					
Members of our team have a good understanding of the business financials of others in the group.					
Members of our team have forged close personal friendships with others in the group.					
Members of our team practice regular follow-up on critical issues raised during monthly meetings.					
Follow-up on critical issues is somewhat an afterthought in our team meetings, or happens rather infrequently.					

V. FACILITATOR KNOWLEDGE & PREPAREDNESS	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
I understand OK's vision, mission, and organizational structure.					
I have a copy of my Position Description as a volunteer facilitator and understand what is expected of me.					
I receive the information, training and support I need to fulfill my duties.					
I am able to work effectively with other facilitators and OK's staff.					
Outside of monthly team meetings, I attend at least one OK event annually.	yes	no	Estimated average number of events annually? _____		
I seek out opportunities to educate and inform members of my community about OK's work.					
I feel I am successfully fulfilling my obligations to the organization as a Facilitator.					

Other Comments or Changes I plan to make:

DATE: _____