Committee & Team Effectiveness Evaluation

Purpose

To evaluate how effectively teams and/or committees are fulfilling their mission and accomplishing their stated objectives. The following Committee & Team Effectiveness Evaluation can be used for self-evaluation or by external parties familiar with the team’s functioning and purpose. The evaluation can be performed individually or facilitated as a team. The survey questions are based on principles of effective teams and committees, and also borrows some ideas from the “Toolkit Package” originally developed by the Don’t FRET (Forming Running and Ending Teams) Innovation Academy Pilot Project team in 2013. It is intended to be comprehensive but not all-inclusive.

Committee & Team Effectiveness Evaluation Objectives

* Identify team’s authorization and restrictions
* Identify the original and current mission of the team
* Evaluate how effectively the team is fulfilling its current mission
* Evaluate clarity of team members’ roles and responsibilities
* Determine whether ground rules exist and, if they do, whether they are being followed or should be changed
* Evaluate whether meetings are planned and orderly
* Evaluate whether meeting minutes are effectively recorded and communicated
* Identify and evaluate team’s decision making method (i.e. consensus, majority rules, etc.)
* Evaluate level and effectiveness of communications among team members
* Evaluate level of commitment of team members
* Identify significant team accomplishments and whether they are sufficient
* Evaluate whether team effectively communicates its accomplishments to stakeholders
* Evaluate whether team has sufficiently been recognized for its accomplishments
* Evaluate whether team gets adequate leadership support
* Evaluate whether there should be any changes to team membership
* Determine how else the team can improve
* Determine whether the team should have an ending goal or date
* Provide additional resources for effective team functioning

When and How Often to Use

The Committee & Team Effectiveness Evaluation should be considered whenever a team has questions about its overall functioning and effectiveness. The questions it poses should also be revisited annually or bi-annually, depending on the frequency of team meetings and the pace of change.

Committee & Team Effectiveness Evaluation

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| Committee or Team Name: |  |
| Date team was formed: |  |
| Today’s Date: |  |

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| |  | | --- | | **How was the team authorized?** |   **Board Resolution**  **Interlocal or Interagency Agreement**  **Directed by Appointing Authority/Authorities**  **Directed by department(s)**  **Other:**  **Don’t know** |
| **Is this team required to operate under the Florida Sunshine Law?** |
| **Yes**  **No**  **Don’t know** |
| **Does the team have a charter?** |
| A Team Charter focuses team work around clearly understood goals, provides a roadmap for working together, identifies an ending date and provides the mechanism between management and the team that will facilitate easy and immediate access to updates, milestones and issues. It also facilitates improved communication throughout the organization on the existence of teams as a means to prevent duplication as well as identify existing teams that may be able to assist other divisions. An established charter answers many of the questions that follow.  **Yes** – There is a Team Charter developed by the team  **No** – A Team Charter was never established  **Yes** – There is a Team Charter that was provided to the team by a governing body |
| **What was the original mission of the team?** |
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| **Has the team’s mission changed or evolved?** |
| **Yes**  **No** |
| **If the mission has changed or evolved, what is the current mission of the team?** |
|  |
| **How effectively and efficiently is the team fulfilling its current mission?** |
| **Effectively and Efficiently** – It is serving the purpose and accomplishing the objectives for which it was intended and the team is doing so in an efficient manner.  **Effectively** – It is serving its purpose and accomplishing its objectives, however, it could do so more efficiently.  **Neutrally** – It has accomplished some objectives but failed at others.  **Ineffectively** – It has failed to accomplish most of the desired objectives.  **Very Ineffectively** – It has failed to accomplish any significant objectives. |
| **Are current team members’ roles and responsibilities clear?** |
| **Very**  **Somewhat**  **No**  **Don’t know** |
| **Are your roles and responsibilities on the team clear? (if applicable)** |
| **Very**  **Somewhat**  **No**  **N/A** |
| **Does the team have any ground rules?** |
| **Yes**  **No**  **Don’t know**  **This team follows Robert’s Rules of Order** |
| **If there are ground rules, are team members following them?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| **Should there be a change to the team’s ground rules?** |
| **Yes; What needs changing?**    **No** |

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| **Are meetings well planned and orderly?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| |  | | --- | | **Are materials sent well enough in advance for you to effectively prepare for the meeting?** | | **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know or N/A** | |
| |  | | --- | | **Are minutes of the meetings kept and communicated to stakeholders?** | | **Yes** – And they are being effectively communicated.  **Yes, but** – They are not being communicated to all interested parties.  **No, but** – They should be.  **No** – They don’t need to be given the nature and charge of this team. | |
| **Are the recordings of minutes detailed and accurate enough to capture important issues?** |
| **Yes** – They generally are.  Please check both no boxes below if both apply:  **No** – They need to have more detail.  **No** – They need to be more consistently accurate.  **N/A** |
| **What is the decision-making method for the team?** |
| **Consultative** - You gather information from the team and others and then make the decision.  **Collaborative / Consensus** - You and your team work together to reach a consensus.  **Majority Rules** – You vote.    **Other:**  **Don’t know** |
| **Is this method effectively meeting the team’s needs?** |
| **Yes**  **No**  **Don’t know** |

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| **Are communications between team members open and honest?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| **Do team members actively listen to one another?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| **Are difficult or uncomfortable issues and conflicts openly resolved?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| **Are team members committed to meeting their responsibilities and team deadlines?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never**  **Don’t know** |
| **What are some of the team’s most significant accomplishments?** |
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| **Overall, the accomplishments of this team have been:** |
| **Excellent**  **Good**  **Adequate**  **Inconsistent**  **None at all** |
| **Does this team effectively communicate its accomplishments to stakeholders outside the team?** |
| **Always**  **Usually**  **Sometimes**  **Rarely**  **Never** |
| **As far as you know, has this team been recognized for its accomplishments?** |
| **Yes** – It has received the recognition it deserves.  **Yes, but** – It is deserving of even more recognition.  **No, but** – It deserves to be recognized.  **No** – It needs to accomplish more before receiving recognition. |
| |  | | --- | | **Does this team have adequate support from the organization’s leadership?** | | **Yes** – It has received the time, attention, and resources it needs.  **Yes, but** – It is could use more time and/or resources.  **No, but** – There is minimal support and there are a few resources available.  **No** – The team gets no support or resources. | |
| **Should there be any changes to the team membership?** |
| Are there people or roles who should be represented but are currently not? Are there people or roles presently on the team that are not necessary? Is the team too large or too small? Please provide constructive feedback: |
| **How can this team improve?** |
| Please list the areas in which you think this team could have done better. What can the team do to achieve better results? Please provide constructive suggestions: |
| **Should this team have an ending goal or date?** |
| **Yes**  **No**  **Don’t know** |
| **If yes, under what conditions and/or by what date should the team end?** |
| |  |  | | --- | --- | | **Mission Accomplished** | | | **Strategic Objective(s) Changed** | | | **Other (incl. ending date):**  **N/A** |  | |

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| **Your name (optional):** |  |
| **Your organization (optional):** |  |

**Resources**

* For more on Effective Team Functioning: <http://www.pinellascounty.org/toolkit/>
* To develop a Team Charter: [Toolkit Package](http://www.pinellascounty.org/toolkit/Team-Toolkit.docx) word
* Guidelines for building an effective team: <http://hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/interaction/team-building/steps>
* Guidelines to conducting effective meetings: <http://managementhelp.org/misc/meeting-management.htm>
* Ground Rules for effective meetings: <https://www.worklife.com/the-10-most-useful-meeting-groundrules/>
* Robert’s Rules of Order (not applicable or necessary for most teams): <http://www.rulesonline.com/>
* Robert's Rules of Order - Summary Version: <http://www.robertsrules.org/>
* Problem-solving tools for teams: [Tool Kit of Resources for Work Teams](http://www.pinellascounty.org/toolkit/Resources-for-Work-Teams.pdf) PDF
* Tips for writing meeting minutes: <http://www.businesswritingblog.com/business_writing/2006/01/tips_for_writin.html>

* For assistance with team facilitation, please contact: Gene Pressoir, Human Resources Manager, [gpressoir@pinellascounty.org](mailto:gpressoir@pinellascounty.org); 464-4755
* For training on team effectiveness, please contact: Joan Read, Human Resources Officer, [jread@pinellascounty.org](mailto:jread@pinellascounty.org); 464-4727