

AAPA Committee Effectiveness Assessment Checklist	Self Assessment (1-5) 5=Always, 1=Never	Area for Improvement?
Committee Leadership		
1. Attends and participates in the annual Leadership Summit		
2. Takes the lead role in facilitating meetings; engage the liaison as needed		
3. Develops a succession plan for future committee leaders		
4. Evaluates each meeting or committee event and capture lessons learned		
5. Balances fun with achieving the work of the committee		
6. Demonstrates knowledge of AAPA tools and resources		
7. Openly communicates their needs with AAPA staff		
8. Reaches out to new committee members and learn about their interests, background		
9. Allows for differences of opinion and openly negotiate win-win solutions		
10. Recruits new members throughout the Western Hemisphere		
11. Communicate effectively with other committee leaders and suggest ways to collaborate		
Member Participation & Involvement		
1. Members actively participate in meetings and provide input on committee direction		
2. Members proactively suggests or proposes AAP A policies		
3. Members volunteer to serve in leadership positions and compete for these roles		
4. Members actively participate in subcommittees or break-out groups, if applicable		
5. Members actively volunteer to take meeting minutes		
6. Members actively participate in planning, moderating and/or speaking at AAPA programs		
7. Other:		
Communication		
1. Committee meets at least 3 times per year		
2. Meeting minutes are well-written and distributed on a timely basis (if needed)		
3. Committees use a variety of methods for communicating and meeting (e.g., e-communities)		
4. Agendas are developed for each meeting and communicated in advance		
5. Other:		
Focus and Direction		
1. Committee actively embraces the AAPA Chair’s priorities and incorporates committee direction		
2. Committee develops and communicates strategic plans, priorities and intentions		
3. Committee identifies port staff and industry issues/needs, as well as strategies to address them		
4. Other:		
Programs and Deliverables		
1. Committee harvests and shares knowledge on topical areas of interest for other members		
2. Committee delivers agreed upon programs and deliverables		
3. Committee provides case studies and contributes to knowledge library on the AAPA website		
4. Committee focuses on relevant issues in its programs/seminars to ensure greater participation		
5. Other:		
Total Score		