

Reflection check lists for board members to be used annually in conjunction with a review of job descriptions and mandates.

Reflection tool for Board Members of Alberta Registered Music Teachers' Association (ARMTA)

This tool is intended to help each board member reflect on what has been accomplished in the past year. There is no necessity to share it with the executive officers or the board.

___ I am committed to the vision of ARMTA

___ I feel good about what I am doing with the board.

___ I feel that I bring knowledge and skills to the board

___ I have sent written reports to ARMTA board meetings and the Annual General Meeting.

___ I have prepared for meetings by reading reports, preparing questions, and doing additional research

___ I have attended board meetings

___ I have attended the Annual General Meeting

___ I have responded to email regarding additional business of the ARMTA board in a timely way

___ I have reported on the activities of the ARMTA board at branch meetings verbally and in writing.

___ I have reviewed my job description and passed any suggestions for changes to the Policy & Procedures convenor.

___ I want to contact the president or past president for help with _____

- If you would like more help with this position, please contact the president or past president.
- If you have more ideas to develop this position, please contact president or past president.

Reflection check list for convenors to be used annually in conjunction with a review of job descriptions and mandates.

Reflection tool for convenors of Alberta Registered Music Teachers' Association (ARMTA)

This tool is intended to help each convenor reflect on what has been accomplished in the past year. There is no necessity to share it with the executive officers or the board.

_____ I feel good about this position in ARMTA and want to continue.

_____ I have considered ideas for improving the service offered under this mandate and made suggestions to [Past President and President to take to](#) the ARMTA board.

_____ I have sent written reports to ARMTA board meetings and the Annual General Meeting.

_____ I have reviewed my job description and passed any suggestions for changes to the Policy & Procedures convenor.

_____ I have met my goals based on the mandate provided by the board in the job descriptions.

_____ I want to contact the president or past president for help with _____

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- If you would like more help with this position, please contact the president or past president.
- If you have more ideas to develop this position, please contact president or past president.