

QUESTIONS TO ASSESS ISSUE

When making a decision, run through one or more of these questions to help focus discussions.

- **IS THIS A BOARD PRIORITY?** Is this issue a priority for the division and for the board? If so, why? Is the board using the best direction for addressing this issue? Or can it be addressed in another manner?
- **WHAT IS THE OBJECTIVE?** What is the goal or objective? What is the board trying to accomplish by making this decision? Does it align with our Vision, Mission and Values?
- **IS THERE CLARITY ON WHAT YOU ARE ASKING?** Have we clarified the problem or issue? What is the problem that really needs to be focused on? Does everyone agree that we have a well-defined question?
- **WHAT ARE THE FACTS?** What's the situation or background? Does the board have all the facts it needs to begin the discussion or should we table the discussion until more information is gathered?
- **WHAT ARE THE DECISION OPTIONS?** What are all the possible decisions we might make? Which ones are most feasible or on-target?
- **WHAT ARE THE CRITERIA?** Before we begin making a decision, have we identified and agreed to the criteria we will use to make our decision?
- **WHAT IS THE DECISION-MAKING PROCESS?** Are we clear how the group will go about making a final decision? Is it consensus? Majority vote? Another methodology?