

# Evaluation Guide

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the president's standards and offer comments or specific recommendations where warranted.

- How well did the president explain the club's progress and achievements in the DCP? How effective were his/her strategies in ensuring the club was Distinguished?
- Were guests warmly and enthusiastically welcomed and introduced at every meeting?
- What new information or practices did the president learn at club officer training and other district events that he or she shared with the club?
- Which of the president's strategies for promoting CC, AC, CL and AL awards did you find most effective? Why?
- Did the club have an ongoing membership-building program during the president's term? Was it effective? Why or why not?

- 
- Describe what you saw to be the most effective coaching technique the president used to help other club officers meet their standards.
  - How did the president encourage members to achieve their individual educational goals?
  - Was the president available before and after meetings to speak with guests and answer questions?
  - What administrative challenges did you observe the president face during his/her term and how effective was his/her response to these challenges?
  - Did meetings start and end on time? If not, provide suggestions for improvement.
  - Describe your impressions of the methods the president used to ensure the club consistently achieved all of the "Moments of Truth".
  - Did he or she help you recognize project areas that need improvement and offer practical suggestions to help you?
  - Illustrate the means by which the president ensured the club achieved its mission of providing a mutually supportive and positive learning environment. Any recommendations for improvement?

# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club vice president education. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the vice president education's standards and offer comments or specific recommendations where warranted.

- What new information or practices did the VPE learn at club officer training and other district events that he or she shared with the club?
- Which of the VPE's strategies for promoting participation in the educational program did you find most effective? Why?
- Were meetings well-planned, meeting assignments distributed three weeks in advance and meeting roles confirmed several days before the meeting? If not, provide suggestions for improvement.
- How did the VPE encourage members to commit to earning the next levels of achievement? Were his or her methods effective? Why or why not?
- Describe what you saw to be the most effective new member orientation technique the VPE used. What steps can the VPE take to improve new member orientation?

- 
- Did the VPE have a mentoring program for new members during his or her term? Was it effective? Why or why not?
  - What were your impressions of how the VPE encouraged new members to accept and perform meeting roles?
  - Did the VPE always initial speakers' project completion records?
  - Describe the VPE's effectiveness when meeting administrative challenges regarding sending members' award applications to World Headquarters.
  - How did you observe the VPE and president work together to monitor the club's performance?
  - Was the VPE prepared to preside over club meetings when the president was absent?
  - Were The Successful Club Series programs Evaluate to Motivate, Moments of Truth, Mentoring, and Finding New Members for Your Club each presented to the club at least once during the VPE's term?
  - Describe your impressions of the methods the VPE used to ensure that club members incorporated the data from these modules into their club activities?

# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club vice president membership. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the vice president membership's standards and offer comments or specific recommendations where warranted.

- What new information or practices did the VPM learn at club officer training and other district events that he or she shared with the club?
  
- What was your favorite membership building program? Why?  
How did the VPM promote this membership campaign?
  
- What was your least favorite membership building program? Why?  
How did the VPM promote this membership campaign?
  
- Did all new members complete a guest card?

- 
- How successful were the VPM's efforts to attract absent members back to the club? Why?
  
  - Did the VPM ensure that all new members were voted into the club?
  
  - Describe the VPM's effectiveness when meeting administrative challenges regarding sending new member applications to World Headquarters.
  
  - Was the VPM's method of explaining the educational program to prospective members effective? Why or why not?
  
  - Did the VPM report to the club regarding his or her efforts to follow-up with guests?
  
  - Did the VPM work well with the president and VPE to conduct a formal induction ceremony for new members? Why or why not?
  
  - Describe your impressions of the methods the VPM used to determine if the club met members' needs.

# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club vice president public relations. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the vice president public relations' standards and offer comments or specific recommendations where warranted.

- What new information or practices did the VPPR learn at club officer training and other district events that he or she shared with the club?
- Which of the VPPR's promotions of the club to the local media do you believe was most effective? Why?
- Did the VPPR produce and distribute a club newsletter and/or maintain a club Web site?
- How do you think the newsletter and/or Web site help achieve the club mission?
- Did the newsletter and/or Web site include specific tips for helping members achieve their goals?
- What was your favorite tip/article and why?

- 
- What was your least favorite tip/article and why?
  - Was the procedure for submitting contributions to the newsletter/Web site easy to understand and follow? Why or why not?
  - Were members' achievements promptly recognized in the newsletter and/or Web site?
  - What was your favorite membership building program? Why?
  - What was your least favorite membership building program? Why?
  - Did the VPPR promote club membership campaigns and incorporate them into public relations efforts for the club? Describe the method you observed to be most effective and why do you believe it was successful?
  - How did the VPPR keep club members abreast of upcoming events and programs? Do you believe his/her methods were effective? Why or why not?
  - Did the VPPR warmly and enthusiastically welcome members and guests at every meeting?



# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club secretary. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the president's standards and offer comments or specific recommendations where warranted.

- What new information or practices did the secretary learn at club officer training and other district events that he or she shared with the club?
- Were meeting minutes read at every meeting? Were minutes detailed and accurate?
- Did the secretary keep accurate meeting attendance records?
- Describe any challenges you noticed other club officers or members experience due to submission of incomplete or inaccurate membership rosters to WHQ.
- What administrative challenges did you observe the secretary face during his/her term and how effective was his/her response to these challenges?
- Please offer any ideas you have to assist the secretary with his or her service to the club.

# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club treasurer. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the treasurer's standards and offer comments or specific recommendations where warranted.

- What new information or practices did the treasurer learn at club officer training and other district events that he or she shared with the club?
- Did you receive your dues statements from the club by August 15 and February 15?
- Did you receive a receipt for your dues payments?
- What administrative challenges did you observe the treasurer face during his/her term and how effective was his/her response to these challenges?
- Please offer any ideas you have to assist the treasurer with his or her service to the club.

# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club sergeant at arms. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the sergeant at arms' standards and offer comments or specific recommendations where warranted.

- What new information or practices did the sergeant at arms learn at club officer training and other district events that he or she shared with the club?
- Was all club equipment maintained?
- Did the club always have sufficient supplies for each meeting?
- What administrative challenges did you observe the sergeant at arms face during his/her term and how effective was his/her response to these challenges?
- Were all members and guests warmly greeted?
- Were special guests such as the area governor greeted and escorted to the club president?
- Please offer any ideas you have to assist the sergeant at arms with his or her service to the club.