



Club Officer Self-Evaluation

Club President

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, fellow club officers should review their evaluations with you. Presidents should review their form with the Immediate Past President, Area Director, or a mentor. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Club President Self-Evaluation

| | | | | | | |
|---|---|---|---|---|---|-----|
| I achieved my monthly goals according to the Club Success Plan. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| Meetings start and end on time. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| Regular executive board meetings are held. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I provide support as Base Camp Manager. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |

Club President Self-Evaluation

| | | | | | | |
|--|---|---|---|---|---|-----|
| I recognize and reward individual contributions in a manner meaningful to each team member. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I greet guests, introduce them during the meeting, and invite them to participate. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| My words and actions match, and I do what I say I am going to do. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I lead by example and treat members fairly and respectfully. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I communicate decisions made by the executive committee to the club for its approval. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I provide a positive environment for leaders to grow and express themselves. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I support a team environment by valuing collaboration and cooperation. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I am familiar with all aspects of the Club Constitution and conduct club activities in accordance with policy. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I understand and am comfortable using parliamentary procedures and conduct business meetings accordingly. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| I communicate to the club members announcements, ideas, and plans proposed by Area, Division, or District councils that affect the club. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |
| Officers are responsibly handling their duties. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comment | | | | | | |

Club President Self-Evaluation

The knowledge I gained from training and mentoring allows me to better perform my duties.

1 2 3 4 5 N/A

Comment

Considering my leadership role, I am satisfied with my performance.

1 2 3 4 5 N/A

Comment

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____
