



Club Officer Self-Evaluation

Secretary

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, review it with your Club President. 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**

Secretary Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I consistently take minutes at club meetings.	1	2	3	4	5	N/A
Comment						
I provide club meeting minutes to members.	1	2	3	4	5	N/A
Comment						
I update the club roster.	1	2	3	4	5	N/A
Comment						

Secretary Self-Evaluation

I organize and maintain club records.	1	2	3	4	5	N/A
Comment						
I take minutes at the executive board meetings.	1	2	3	4	5	N/A
Comment						
I provide executive board meeting minutes to club members.	1	2	3	4	5	N/A
Comment						
I understand basic parliamentary procedure.	1	2	3	4	5	N/A
Comment						
I am familiar with the Club Constitution and the Addendum for Standard Club Options.	1	2	3	4	5	N/A
Comment						
I conduct Base Camp manager duties.	1	2	3	4	5	N/A
Comment						
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: _____
