



# Club Officer Self-Evaluation

## Vice President Membership

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**

### Vice President Membership Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
I ensure that an induction ceremony is held for new members.	1	2	3	4	5	N/A
Comment						
I help new members complete a survey to determine their learning goals.	1	2	3	4	5	N/A
Comment						
I ensure that members have a mentor and complete a mentoring survey.	1	2	3	4	5	N/A
Comment						

## Vice President Membership Self-Evaluation

Member attendance at meetings is tracked and absentees contacted.	1	2	3	4	5	N/A
Comment						
I plan networking and social events.	1	2	3	4	5	N/A
Comment						
I ensure that members who achieve awards are recognized.	1	2	3	4	5	N/A
Comment						
I ensure that members want to renew because we meet their needs.	1	2	3	4	5	N/A
Comment						
I work collaboratively with the Vice President Education so member goals are met.	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: \_\_\_\_\_

\_\_\_\_\_