



Club Officer Self-Evaluation

Vice President Public Relations

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 Public Relations Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
Club branding meets Toastmasters International branding standards.	1	2	3	4	5	N/A
Comment						
I publish our club newsletter consistently.	1	2	3	4	5	N/A
Comment						
I keep the club website up to date.	1	2	3	4	5	N/A
Comment						

Vice President Public Relations Self-Evaluation

I promptly publicize our member and club achievements. Comment	1 2 3 4 5 N/A
I promote our club to the local community. Comment	1 2 3 4 5 N/A
I promote our club within our organization regularly. Comment	1 2 3 4 5 N/A
I understand basic parliamentary procedure. Comment	1 2 3 4 5 N/A
I am promoting our next Speechcraft program. Comment	1 2 3 4 5 N/A
I am familiar with the Club Constitution and the Addendum for Standard Club Options. Comment	1 2 3 4 5 N/A
I use social media continually to promote our club. Comment	1 2 3 4 5 N/A
I am promoting our next Open House meeting. Comment	1 2 3 4 5 N/A
I create and distribute fliers regularly. Comment	1 2 3 4 5 N/A
The knowledge I gained from training and mentoring allows me to better perform my duties. Comment	1 2 3 4 5 N/A
Considering my leadership role, I am satisfied with my performance. Comment	1 2 3 4 5 N/A

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____
