

Leader's Evaluation of Club President

Open to Norfolk 4-H members and border hoppers.

Rank your club president on each of the following to determine their progress.

To be completed for a minimum of 2 meetings (preferably the middle and last meeting).

To be completed and signed by a minimum of 2 leaders.

- 1. They prepared an agenda ahead of the meeting. Yes____ No____
- 2. If they were absent for a meeting did they write an agenda for the Vice-President? Yes____ No____
- 3. They contacted the Vice-President if they were unable to attend a meeting. Yes____ No____
- 4. They arrived a few minutes before the meeting was scheduled to start. Yes____ No____
- 5. They started the meeting on time. Yes____ No____
- 6. They made everyone feel welcome at the meeting. Yes____ No____
- 7. They used proper Parliamentary Procedure at the meeting. Yes____ No____
- 8. They remained objective during discussions and did not give their personal opinion. Yes____ No____
- 9. They did not vote on motions unless there was a tie. Yes____ No____
- 10. They did not make motions. Yes____ No____
- 11. They spoke loudly and clearly so all members could hear. Yes____ No____
- 12. They worked closely with the club leaders. Yes____ No____
- 13. They were enthusiastic about being President. Yes____ No____
- 14. They ended the meetings on time. Yes____ No____
- 15. They thanked the guests/hosts. Yes____ No____

How can they improve for next meeting?

Club Name: _____

Meeting #: _____

Leader's Signature:

Date:

Leader's Signature:

Date:
