

Officer/Advisor Evaluations

Chapter meetings

Please rate the level to which you agree with the following statements (1 - do not agree, 2 - somewhat agree, 3 - do not know, 4 - agree, 5 - strongly agree)

- The meeting was well publicized. _____
- The agenda was posted at least one week prior to the meeting date. _____
- The agenda included features that attracted members. _____
- The targeted number of members were involved in the meeting? How many had a responsibility at the meeting _____
- The meeting room was set up appropriately. _____
- The officers perform all ceremonies by memory and professionally. _____
- The business was conducted according to Roberts Rules of Order. _____
- The targeted number of members were present _____
- Member evaluations were distributed and compiled _____
- Thank you cards or letters were written and sent to all those who helped _____
- The meeting room was cleaned and put back to it's original state _____
- Specific officers perform their expected duties _____
- There was evidence that the meeting was well planned _____
- What features of the meeting were most successful?

- What changes do we need to make for next meeting or next year?
