

# Evaluating Your Meeting Leadership

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Name \_\_\_\_\_ Club \_\_\_\_\_

Meeting date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

After a meeting that you chaired, rank yourself on each of the following items. Discuss these with your leader and decide on ways to improve.

	<i>Great</i>	<i>OK</i>	<i>Not so good</i>
1. I prepared a meeting agenda ahead of time.	_____	_____	_____
2. I reviewed the agenda with the club at the beginning of the meeting.	_____	_____	_____
3. I started the meeting on time.	_____	_____	_____
4. We said the Pledge of Allegiance and the 4-H pledge.	_____	_____	_____
5. All visitors were introduced.	_____	_____	_____
6. All club members were present.	_____	_____	_____
7. Members were courteous to guests, leaders, and club officers.	_____	_____	_____
8. I drew non-talkers into the discussion.	_____	_____	_____
9. I kept the discussion on topic.	_____	_____	_____
10. I periodically summarized the discussion.	_____	_____	_____
11. I helped keep members interested, attentive, and enthusiastic.	_____	_____	_____
12. I spoke clearly, distinctly, and loudly enough so everyone could hear.	_____	_____	_____
13. I adjourned the meeting on time.	_____	_____	_____
14. We had recreation that was fun and involved everyone.	_____	_____	_____
15. The program gave everyone a chance to participate.	_____	_____	_____
16. The program was fun and interesting for everyone.	_____	_____	_____
17. The program provided an opportunity for learning.	_____	_____	_____

What will I do next time to improve?

Fill out one *Evaluating Your Meeting Leadership* form after each meeting you lead. Put additional forms here so they become a part of your *4-H Club Officer Handbook*. This will help you keep track of your leadership progress throughout the year.