Minnesota Women of Today
New Chapter President Evaluation Form
Name: District: Year:

I. **GOALS**: (You must list at least three goals but no more than five. These goals should be the ones listed in your President Fast Start or Plan of Action. If you have made changes to your goals, please note the changes and the reason why a change was made.)

A. **Goal I** Chose a goal you have about membership
   1. **Implement**
      a. (List the action you took to accomplish this goal)
   2. **Results**
      a. (List what happened as the results of your actions – e.g. number of new members signed, number of certifications)
   3. **Lessons Learned**
      a. (List what worked, what did not work, what would you differently)

B. **Goal II** (Choose a goal you have about meetings.)
   1. **Implement**
   2. **Results**
   3. **Lessons Learned**

C. **Goal III** (Use a goal you have about programming.)
   1.**Implement**
   2. **Results**
   3. Lessons Learned

II. **CHAPTER MANAGEMENT**

A. What is your average meeting attendance? Describe how you encourage meeting attendance.
   1.Local
   2.District
   3.State
B. Describe ways you keep chapter meetings running efficiently? (parliamentary procedure, agendas, written reports, etc.)
C. Explain the steps you undertook to plan a yearly chapter calendar and budget and update any changes.
D. Explain the ways you communicate with your chapter members including frequency and new ideas you implemented. (phone calls, newsletters, etc.)
E. Explain new projects/programs that you implemented.
F. Describe other resources you used to assist you during your year as chapter president. (round tables, Pres/State Del Retreat, district director, extension chairs, etc.)

III. **CHAPTER MANAGEMENT**

A. Chapter charter date _____ Chapter membership _____ Current Membership_____
B. List the efforts you undertook to maintain and/or increase membership.

IV. **EVALUATION**

A. What has been your biggest challenges and why?
B. What has been your most successful activity and why?
C. What do you wish you would have known prior to taking to this position?
D. Explain any additional information not included above that you would like to include.