Evaluating Your Meeting Leadership

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.

	Great	OK	Not So Good

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?

*Additional *Meeting Evaluation Forms* may be ordered from your county Extension office (publication 4-H 0355R).