



Club Officer 360° Evaluation

Evaluation for (name and role): _____

Evaluation by (name and role): _____

Date: _____

Timeframe of evaluation: _____

This 360° evaluation is an integral part of the leadership development process. By completing this evaluation, a leader gains experience receiving feedback, develops consistent leadership performance and expectations, and helps identify the leader's strengths and areas for improvement. It is recommended that this form is completed for each club officer in the middle and at the end of the program year.

To get the most out of this evaluation, allow all members of your club the opportunity to complete this form for their club's officers, as long as they understand the club officer roles. Club Presidents should have an Area Director, Immediate Past President, or a mentor facilitate this evaluation. For other club officers, the President should serve as the evaluation's facilitator.

Using the following scale, circle the responses that best describe the leader's abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

Integrity

Adhered to the Club Mission	1	2	3	4	5	N/A
Comment						
Acted in accordance with Toastmaster policies and procedures	1	2	3	4	5	N/A
Comment						
Ensured club activity is in accordance with Toastmaster policies and procedures	1	2	3	4	5	N/A
Comment						
Fulfilled commitments as per pre-term agreement	1	2	3	4	5	N/A
Comment						

Integrity

Was consistent between words and actions	1	2	3	4	5	N/A
Comment						

Completed tasks and projects as promised	1	2	3	4	5	N/A
Comment						

Respect

Encouraged open communication among members	1	2	3	4	5	N/A
Comment						

Valued and listened to different perspectives	1	2	3	4	5	N/A
Comment						

Voiced opinions in a courteous, thoughtful manner	1	2	3	4	5	N/A
Comment						

Encouraged and supported others to participate in the decisions that impacted the club	1	2	3	4	5	N/A
Comment						

Service

Supported members in achieving their personal goals	1	2	3	4	5	N/A
Comment						

Worked selflessly in the club officer role to serve needs of members and club	1	2	3	4	5	N/A
Comment						

Created an environment that is safe to serve	1	2	3	4	5	N/A
Comment						

Excellence

With all club officers, identified tasks to achieve the Club Success Plan	1	2	3	4	5	N/A
Comment						

Encouraged every member to fulfill the Toastmasters Promise	1	2	3	4	5	N/A
Comment						

Excellence

Performed club officer responsibilities according to the policies and procedures established for the role	1	2	3	4	5	N/A
Comment						

Leadership

Provided purpose, vision, and inspiration	1	2	3	4	5	N/A
Comment						

Gave timely, appropriate, and constructive feedback	1	2	3	4	5	N/A
Comment						

Effectively handled challenges	1	2	3	4	5	N/A
Comment						

Perceived as trustworthy	1	2	3	4	5	N/A
Comment						

Recognized individual contributions and achievements in a meaningful manner	1	2	3	4	5	N/A
Comment						

Inspired others to pursue leadership positions	1	2	3	4	5	N/A
Comment						

Supported a nurturing learning environment	1	2	3	4	5	N/A
Comment						

Conducted meetings according to parliamentary procedure	1	2	3	4	5	N/A
Comment						

Maintained fiduciary responsibility and accountability for club funds	1	2	3	4	5	N/A
Comment						

Started and ended meetings on time	1	2	3	4	5	N/A
Comment						

Teamwork and Team Building

Created a supportive environment through collaboration and cooperation	1	2	3	4	5	N/A
Comment						
Considered the impact of actions and decisions on the club	1	2	3	4	5	N/A
Comment						
Leveraged the strengths of others	1	2	3	4	5	N/A
Comment						
Kept the others focused on the club mission	1	2	3	4	5	N/A
Comment						
Worked with others to achieve success in the Distinguished Club Program	1	2	3	4	5	N/A
Comment						

Problem Solving

Listened actively to others' ideas and perspectives	1	2	3	4	5	N/A
Comment						
Made decisions based on relevant and compelling information	1	2	3	4	5	N/A
Comment						
Managed conflict effectively	1	2	3	4	5	N/A
Comment						

Motivation

Showed interest and enthusiasm for the work being completed	1	2	3	4	5	N/A
Comment						
Used effective motivational strategies	1	2	3	4	5	N/A
Comment						
Encouraged members to participate in meetings	1	2	3	4	5	N/A
Comment						

Motivation

Encouraged all members to set and achieve goals in the educational program 1 2 3 4 5 N/A

Comment

Prioritization

Determined which task or project is most important 1 2 3 4 5 N/A

Comment

Communicated high-priority tasks and projects to relevant parties 1 2 3 4 5 N/A

Comment

Allotted time appropriately to each task and project 1 2 3 4 5 N/A

Comment

Accountability

Proactively communicated information relevant to the others 1 2 3 4 5 N/A

Comment

Fulfilled the responsibilities of the officer role 1 2 3 4 5 N/A

Comment

Set, started, and finished tasks or projects as promised 1 2 3 4 5 N/A

Comment

Respected each member's time 1 2 3 4 5 N/A

Comment

Took ownership for their actions 1 2 3 4 5 N/A

Comment

Overall Feedback

The officer treated me fairly: _____

The officer excelled at: _____

The officer could challenge themselves by: _____

The officer may want to work on: _____