

Quick Tips

Qualities of a Successful Group:

Evaluates goals regularly and uses this information to plan for the future

Values each member for his or her contributions

Attempts new things and holds onto important traditions

Listens to every member

Utilizes the strengths of each member

Addresses problems quickly and develops solutions

Takes responsibility for both the successful and the "not-so successful" events

Inspires members to take leadership roles

Operates efficiently and effectively as a team

Notes procedures and keeps files on group activities for future officers

A successful group uses EVALUATION!

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

Leadership Development Tips
for Student Organizations

Group Performance Evaluation



EVALUATION:

Use evaluations a tool to determine the level of success reached and to increase the chances of success for future endeavors.



Evaluation should:

- Identify the positive steps made
- Identify the areas which need to be strengthened (It should be constructive, non-judgmental and non-accusatory toward individuals)
- Provide each member the opportunity to offer feedback (anonymous)
- Be used in the development of suggestions for future directions

Evaluation Procedures:

- Examine **expectations** of members and advisors
 - Which (job responsibilities, commitments, etc.) were reached? Which were not? Were they realistic? What would be more realistic and reachable?
- Examine **goals** of the organization
 - **Specific** written goals-which were reached? Which were not? Were they realistic? What would be more realistic and reachable? Were there too many or too few? How will future goal development be approached?
 - **Non-specific** - What did the group accomplish this year? What did you attempt, but not complete? What did you want to do but did not get around to? Were these goals realistic? What would make the organization work better?
- Examine **personal satisfaction** of members
 - Personal goals - Did each member get what he/she needed/wanted?
 - How could group as a whole contribute to individual growth?
 - Why did your members get involved?
 - Did some members leave group? Why?
 - What is my personal commitment to organization?

- Examine **success** of projects:
 - Evaluate each program/project for successes, improvement, teamwork, attendance, participant comments, etc.

- Examine **meeting structure**:
 - Is the group meeting enough? too much? too long? too short?
 - Are members participating in decision-making processes?
 - Are meetings "comfortable" for sharing and feedback?
 - What do you like best about meetings? Like least about meetings?

*Above all, make the evaluation a **POSITIVE** experience surrounding the good things that were accomplished and addressing how things can be accomplished next year.*

