

**PRESIDENT’S SELF EVALUATION ON PLANNING AND CONDUCTING
A WIN/WIN CLUB BUSINESS MEETING**

Assign point(s) for each item based on the following scale:

5 points for Always

4 points for Usually

3 points for Occasionally

2 points for Seldom

0 points for Never

Add total points for score.

I prepare an agenda for each business meeting _____

I know in advance whether the committee coordinators will have a report and/or action item(s) to bring before the club. _____

I know in advance whether there are bills to be presented and that they are within budget _____

I review the minutes of the previous meeting to pick up items that were postponed to this meeting. _____

I review the club procedures and standing rules for action(s) that must be handled at this meeting. _____

I review the minutes of the board meetings to pick up action items to be reported and recommendations to be voted on by the club. _____

I know in advance when the audit report must be presented and voted on. _____

I know in advance whether there is correspondence to be reported for information only. _____

I know in advance whether there is correspondence to be reported under new business. _____

Members advise me when they plan to rescind or amend action previously taken by the club. _____

I know in advance of any action taken that must be ratified by the club at this meeting. _____

I start the meeting on time. _____

I adjourn the meeting on time. _____

I keep control of the meeting. _____

I make certain the members are clear on what they are voting. _____

I help the members phrase motions when the intent is apparent and help is needed. _____

I inform members how to proceed to accomplish their purpose when they appear uncertain of the procedure. _____

I maintain impartiality by attitude, facial expression, voice and word. _____

I refrain from voting except when the vote is by ballot or when my vote will change the result. _____

I ensure that a quorum is present at all times during the meeting. _____

I state and put to vote all motions that legitimately come before the club. _____

When a motion is before the club, I give information when requested, but am careful that the information doesn't turn into debate. _____

I prepare a written report to be given at the club annual meeting. _____

I enforce rules of debate, order, and decorum. _____

I announce the result of each vote and the effect of the action. _____

TOTAL POINTS _____

100-125 Points = In Excellent Shape
75-100 Points = In Good Shape
50-75 Points = Need to Improve
Under 50 Points = In a Lot of Trouble