



Club Officer Self-Evaluation

Sergeant at Arms

Officer's Name

Date

Club Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure officers are held accountable.

Work with your club officer team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your Club President. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

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

Sergeant at Arms Self-Evaluation

I achieved my monthly goals according to the Club Success Plan.	1	2	3	4	5	N/A
Comment						
The meeting space is set up and materials are distributed.	1	2	3	4	5	N/A
Comment						
I assure the meeting space/platform is available for our meetings.	1	2	3	4	5	N/A
Comment						
I act as liaison between the manager of the meeting location/platform and the club.	1	2	3	4	5	N/A
Comment						

Sergeant at Arms Self-Evaluation

I coordinate refreshments, as needed, for our meetings. Comment	1	2	3	4	5	N/A
I manage club inventory. Comment	1	2	3	4	5	N/A
I order supplies as needed. Comment	1	2	3	4	5	N/A
I understand basic parliamentary procedure. Comment	1	2	3	4	5	N/A
I ensure guests are greeted. Comment	1	2	3	4	5	N/A
I am familiar with the Club Constitution and the Addendum for Standard Club Options. Comment	1	2	3	4	5	N/A
The knowledge I gained from training and mentoring allows me to better perform my duties. Comment	1	2	3	4	5	N/A
Considering my leadership role, I am satisfied with my performance. Comment	1	2	3	4	5	N/A

I excelled at: _____

I want to improve at: _____

I will challenge myself by: _____
