

MEMBERSHIP COORDINATOR SELF-APPRAISAL

Check (✓) one: ____ New ____ Experienced

Name: _____

Service Unit _____

RATINGS

The service team implements and evaluates ways to provide and maintain Girl Scouting within a designated community. The service team is appointed by and is accountable to the service unit manager and the field director.

Please circle the appropriate category.

Explain ratings below 2.

1 = needs improvement

2 = meets expectations

3 = exceeds expectations

Return this appraisal to SUM or Field Director by June 30. Thank You

ACCOUNTABILITIES

RATINGS

1. Took appropriate training for the position and kept my knowledge current at all times.	1	2	3	
2. In consultation with the service unit manager and field director recruited and appointed troop organizers. Supervised their work assignments.	N/A	1	2	3
3. Developed, with the service unit manager and the field director, the service unit membership objectives that meet council goals and objectives.	1	2	3	
4. Analyzed membership statistics and reported concerns to the service team, leaders and the field director.	1	2	3	
5. Submitted membership progress reports on time.	1	2	3	
6. Submitted registrations in a timely manner.	1	2	3	
7. Followed procedures for submitting registrations to the council office.	1	2	3	
8. Coordinated fall registration events.	1	2	3	
9. Coordinated spring re-registration for the service unit.	1	2	3	
10. Organized troops throughout the year.	1	2	3	
11. Provided information and registration opportunities for individual girl members.	1	2	3	
12. Attended service team and service unit leader meetings.	1	2	3	
13. Adheres to and promotes National and council policies standards and procedures.	1	2	3	

Please circle your satisfaction in the job: greatest 5 4 3 2 1 least

continued over > > >

14. My strengths as a service team member are:

15. In order to accomplish the responsibilities of this position and assist the service unit, I need the following help:

Please check (✓) one of the following:

- Recommended for reappointment to current position
- Recommended for the following position: _____
- Not recommended for reappointment
- Will not continue

COMMENTS: _____

Service Team Member

Service Unit Manager

Field Director