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!

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**EVALUATION**: Use evaluations as 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.
Check out the Leader Bits on Meeting Evaluation, Program/Event Evaluation, and Individual Performance Evaluation.