Executive Officer Worksheet

What do we want to accomplish in the long term as an Executive Officer during the upcoming academic year?

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<th>WHAT WE WANT TO ACCOMPLISH</th>
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What five goals do we want to accomplish in the short term as an Executive Board (fall semester)?

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________

How are we going to achieve these goals?
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Utilize these questions to help your organization transition officers.

## The Year in Review

### Organization Goals:
* What did we hope to accomplish?
* How well did we do on each goal?
* Which goals should be continued?
* Which goals should be altered?
* Which goals should be dropped?

### Programs & Activities:
* What activities and programs did we sponsor?
* How effective was each program?
* Did we have a good balance of different kinds of programs?
* Did we do any community service activities?
* Were the programs and activities consistent with group goals?
* Which activities should be continued and which should be dropped?

### Membership:
* Do we currently have just enough, too few or too many members (in light of the group goals)?
* How effective were our membership recruitment efforts?
* Are the members actively involved in the operations of the club? (including decision making, planning, implementing, and evaluating.)
* Are members enthusiastic about the group's activities and motivated to work towards the groups goals?
* Were there adequate opportunities for members to get involved in responsible and meaningful ways?

### Officer & Organizational Structure:
* Do the officers understand their responsibilities and roles with the organization structure?
* Did the officers operate as a team or could cooperation between officers be improved?
* Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
* Are the officers “in tune” with the membership? Is there two-way communication?
* How would the general membership evaluate the effectiveness of the officers?
* How would the officers evaluate the effectiveness of the officers? What could be improved?

### Organizational Operations:
* Were the finances adequate for the group’s activities?
* Was the budget managed properly?
* Were meetings run effectively?
* Was the frequency of the meetings appropriate?
* Do we have a committee structure? If yes, is it working? If no, is it needed?
* Do we experience scheduling conflicts with other groups or activities?

### Advisement:
* Was our advisor involved just enough, too much or too little?
* Were there adequate opportunities for advisors to get involved in our organization? Did they get involved?
* Could advisor involvement be improved? If yes, how?

### Organization Image:
* How is our group viewed by its membership?
* How is our group viewed by students, faculty, and administration?
* What could be done to enhance our image?
Transition Questions for Outgoing and Incoming Officers

Outgoing Executive Officers Evaluation

1. Have we developed members who will prove to be exceptional and involved?

2. Will the membership be innovative and creative after we have left?

3. What programs/ideas proved to be successful for us?

4. What was our greatest achievement as an executive board?

5. List three things that we would like to have accomplished.

6. List three things that we would like our successors to achieve.

Officer Worksheet Questions

1. What is the purpose of my office?

2. What are my responsibilities?

3. What ideas and goals do I have to utilize during my term in office?

4. What new/old programs do I plan to utilize during my term in office?

5. What short term goals do I want to accomplish (5 goals)? How am I going to accomplish those goals?

6. What long term goals do I want to accomplish (5 goals)? How am I going to accomplish those goals?