Quick Tips

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 on to important traditions.

Listens to every member equally.

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 and empowers them to succeed in those roles.

Operates efficiently and effectively as a team.

Notes procedures and keeps files on group activities for future officers.

A successful group uses EVALUATION!
EVALUATION

Use evaluation 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
- Be used in the development of suggestions for future directions

Evaluation Procedures:

- Examine expectations of members and advisors:
  - Which (job responsibilities, commitments) were reached? Which were not?
  - Where they realistic? What would be more realistic and reachable?

- Examine goals of the organization:
  - Specific: 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 begin but did not complete?
  - What did you want to do but did not get around to do?
  - Were these goals realistic? What would make the organization work better?

- Examine personal satisfaction of members:
  - Personal: Did each member get what he/she needed or wanted?
  - How could the group as a whole contribute to individual growth?
  - Why did your members get involved?
  - Did some members leave the group? Why?
  - What is my personal commitment to the 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? Too crowded?
  - 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.