

**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.	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 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:

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

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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: \_\_\_\_\_

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\_\_\_\_\_  
Service Team Member

\_\_\_\_\_  
Service Unit Manager

\_\_\_\_\_  
Field Director