Puente Club Cabinet Evaluation

Please rate the officer on his/her execution of the following responsibilities using the following scale:

5 = excellent        4 = good        3 = average        2 = fair        1 = poor
NBJ = no basis to judge

Secretary – This role should be filled by a student who possesses strong note-taking, communication and time management skills. Following are the primary responsibilities:

Attend all cabinet and general meetings

5 = excellent        4 = good        3 = average        2 = fair        1 = poor        NBJ

Take attendance at cabinet and general meeting and activities and submit to Advisors

5 = excellent        4 = good        3 = average        2 = fair        1 = poor        NBJ

Take notes at all meetings and provide advisor and cabinet officers with weekly minutes

5 = excellent        4 = good        3 = average        2 = fair        1 = poor        NBJ

Post minutes on orgsync.com and provide copies to members at general meetings

5 = excellent        4 = good        3 = average        2 = fair        1 = poor        NBJ

Manage members of the cabinet responsible for publicizing and keeping a record of club activities

5 = excellent        4 = good        3 = average        2 = fair        1 = poor        NBJ
Puente Club Cabinet Evaluation

On a scale of 1 to 5 (1 being poor and 5 being excellent), please rate the officer on these qualities:

- Leadership
- Initiative
- Dependability
- Communication Skills
- Ability to work with others
- Trustworthiness
- Problem Solving
- Time Management
- Organization
- Self-Discipline
- Patience
- Assertiveness
- Flexibility

- In your opinion, what did this officer do most effectively?

- If you could make one suggestion to this officer as to how his/her performance could be improved, what would be your suggestion?