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

Treasurer – This role should be filled by a student who possesses strong math abilities and organizational 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

Keep accurate records of all monetary transactions

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

Provide weekly report of the club’s financial activities

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

Manage members of the cabinet responsible for fundraising and special events
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?