

16. Evaluation of the Meeting

Objectives

To constructively evaluate the meeting proceedings and content to help improve and develop the participants, future meetings, and the GGSCF.

To provide an accurate and fair assessment of the meeting and a method of measuring using a scoring system.

To give recognition to a participant for outstanding work, leadership, inspiration etc.

To develop the ability in the evaluator to listen, critique, develop the ability to formulate positive feedback, and the ability to acknowledge contribution of another and inspire everyone.

Responsibilities

The meeting evaluation is one of the most important parts of the process. It offers a chance to reflect on the proceedings and content with a critical review to see if the purpose and objectives are being met. It offers the chance for continuous improvement and development of those participating, as well as improvements within the GGSCF.

As the responsibilities are significant this role should be filled by a mature member - someone who understands the purpose and objectives of the GGSCF. The person needs to be able to provide criticism in such a manner that it is accepted by all and in a way that encourages and challenges all for further improvement. The individual needs to be sensitive to ensure that feelings are not hurt and that if areas of improvement are identified, the strengths are also acknowledged. It takes a lot of effort, time, and courage for children and youth to prepare and present at the meetings and this needs to be appreciated; participants need to be inspired with words of wisdom.

The evaluator's role is to listen and feel the atmosphere at the meeting. The evaluator needs to know if the participants are trying and challenging their own abilities or whether they are comfortable doing what they have always done. The person needs to understand that children develop at different levels with different abilities.

To assist in the meeting evaluation, an evaluation form has been developed (see appendix). This form has a scoring system so that there can be a measure of how well the meeting went. A lot of things go into a successful meeting and these are reflected in the form.

The evaluator also has responsibility to recognize one individual for outstanding contribution at the meeting or for work done by someone at the branch during the previous month. To have knowledge of the second you have to be actively involved with the GGSCF and know who was involved in what activity. The evaluator presents a "leadership award" to the participant who in their opinion has shown the most leadership, hard work, achievement, courage, dedication, commitment, service and has set an example for others. The award should go to participants under 25 years of age and cannot be given to a member of the Board of the GGSCF.

At the Meeting

If you are evaluating the meeting arrive early and have your evaluation form ready. Sit where you will not be disturbed or interrupted by those around you. To do an effective evaluation you need to see and hear all parts of the meeting.

Keep notes on those things that you want to provide feedback on.

When the Chair asks you for the evaluation, stand up and explain why you are evaluating the meeting. Go through providing feedback, observations etc. Make sure you do not hurt feelings especially when offering criticism. When commenting on an individual look at them directly.

When presenting the leadership award, ask the recipient to stand. Look at the recipient, explain why in your opinion you have chosen them for the award, and thank them for their contribution.