



# District Leader Self-Evaluation

## Program Quality Director

Leader's Name

Date

District Role

Timeframe for Evaluation

This self-evaluation is an important part of the leadership development process. Over the course of your term, use this form to track your leadership skills, how you progress, and what areas of opportunity you have for growth. It can also help close previously missed gaps, clarify the responsibilities of each role, and ensure leaders are held accountable.

Work with your District leadership team to determine how often to complete a self-evaluation. It is recommended to complete this form at least once every three months. After completing the evaluation, review it with your District Director. When reviewing these forms, conversations should be positive, constructive, and forward looking.

Using the following scale, circle the responses that best describe your abilities:

- 1 = Needs Improvement**
- 2 = Marginal**
- 3 = Meets Expectations**
- 4 = Exceeds Expectations**
- 5 = Exceptional**
- N/A = Not Applicable**

### Questions Common To All District Leaders

I monitor the status of goals and performance associated with my role.

1 2 3 4 5 N/A

Comment

I achieved my goals according to the District Success Plan.

1 2 3 4 5 N/A

Comment

From your agreed-upon goals at the beginning of the term/assignment  
(include dashboard measures when applicable)

Goal: District / Personal Goal \_\_\_\_\_

Goal: District / Personal Goal \_\_\_\_\_

Comment

## Questions Common To All District Leaders

I hold regular meetings with appropriate District Executive Committee member(s).	1	2	3	4	5	N/A
Comment						
I fulfilled commitments as per pre-term agreement.	1	2	3	4	5	N/A
Comment						
I recognize and reward individual contributions in a manner meaningful to each team member.	1	2	3	4	5	N/A
Comment						
My words and actions match, and I do what I say I am going to do.	1	2	3	4	5	N/A
Comment						
I lead by example and treat members fairly and respectfully.	1	2	3	4	5	N/A
Comment						
I communicate relevant announcements, decisions, ideas, and plans made by the District Executive Committee and Toastmasters International, as applicable, to the team.	1	2	3	4	5	N/A
Comment						
I provide a positive environment for leaders to grow and express themselves.	1	2	3	4	5	N/A
Comment						
I support a team environment by valuing collaboration and cooperation.	1	2	3	4	5	N/A
Comment						
I adhere with all aspects of applicable Toastmasters International governing documents and applicable resources and programs.	1	2	3	4	5	N/A
Comment						
I understand and am comfortable using parliamentary procedures and conduct meetings accordingly.	1	2	3	4	5	N/A
Comment						
I regularly review progress made by the team.	1	2	3	4	5	N/A
Comment						

## Questions Common To All District Leaders

I apply the knowledge I gained from training and mentoring.	1	2	3	4	5	N/A
Comment						
I am satisfied with my performance in my current leadership role.	1	2	3	4	5	N/A
Comment						

## Questions Specific To Program Quality Director

I support all members in achieving education awards and recognize those achievements.	1	2	3	4	5	N/A
Comment						
I plan, organize, and direct the District's training programs (club officers, Area and Division Directors, etc.)	1	2	3	4	5	N/A
Comment						
I consult with the District Director to appoint a District conference chair, training coordinator(s), and committee chairs to promote educational achievements within clubs.	1	2	3	4	5	N/A
Comment						
I oversee the District conference and work with the District Director to ensure costs and contracts are acceptable.	1	2	3	4	5	N/A
Comment						
I coordinate and oversee Speech Contest activities.	1	2	3	4	5	N/A
Comment						

I excelled at: \_\_\_\_\_

I want to improve at: \_\_\_\_\_

I will challenge myself by: \_\_\_\_\_