

U. S. C. BULLETIN ROOM FILE COPY FOR LOAN ONLY

A SCORE CARD *for* ORGANIZATION CHAIRMEN

by
Don Phillips

*"O wad some Powr the giftie gie us
To see oursels as others see us!"*

— Robert Burns



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MICHIGAN STATE COLLEGE
Extension Service: Adult Education Program
EAST LANSING

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PURPOSE

This Score Card has been provided as a partial answer to many requests for:

1. Helping new chairmen to know their responsibilities.
2. Helping chairmen to evaluate their efficiency.
3. Aiding members to see their organization in relation to themselves, their community, their State and their Nation.

The more daring chairmen might ask each group member to score him. The score cards might then be collected unsigned, and the results compiled. Discussion of results should prove mutually beneficial.

In any event, it is hoped that leaders and organization members will be asking themselves:

1. Whether their organization should be functioning under "*Rule* by the consent of the governed", — or under "*Direction* by an informed, participating membership".
2. Whether the function of a leader is to provide citizens with the "*RIGHT TO EXERCISE*" certain privileges of freedom — or whether that function must be expanded to include "Encouragement of, and opportunity for, the ACTIVE EXERCISE OF THOSE RIGHTS" by the greatest possible number.



GOALS

Where Are We Headed?

- | | Check
Yes or No | |
|---|--------------------------|--------------------------|
| 1. Are the goals of our organization in writing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do our goals show <i>consideration</i> for the needs of: | | |
| A. The Individual? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The home and family? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. The community? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The State and Nation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do our goals consider <i>training</i> of members in: | | |
| A. Fundamental discussion techniques? | <input type="checkbox"/> | <input type="checkbox"/> |

Check
Yes or No

- B. Basic rules of parliamentary procedure?.....
- C. Finding new needs by planned study and investigation?.....
- D. Developing appreciation for the other fellow's views?.....
4. Do our goals include obtaining *participation* of all members by:
- A. Seeking help of all in program planning?.....
- B. Periodic discussion of programs in relation to changing local and world conditions?
5. Can we reasonably expect to reach our goals with present:
- A. Finances?
- B. Leadership?
- C. Participating membership?
6. Have these goals been checked with:
- A. Chairman of similar organizations?.....
- B. The area, state or national program?.....
7. Have the members reviewed, discussed, and approved these goals?.....

STRUCTURE

Is Our Machinery Ready?

-
8. Do the *Officers* and *Committeemen* clearly understand:
- A. Their specific responsibilities — extent and limitations?.....
- B. The importance of their job in relation to goals?.....
9. Are the *members* well informed of these responsibilities? (8-A above)
10. Do we rotate officers to assure maximum leadership opportunities?.....



11. Does the vice chairman have duties other than to act in the absence of the chairman?
12. Is the vice chairman kept well enough informed to act effectively in the unexpected absence of the chairman?
13. Do we have a "host" committee to see that folks on arrival are made to feel at home, and to see that physical arrangements are comfortable and adequate. (Informal seating, lighting, ventilation, etc.)?
14. Are inactive committees disbanded?
15. Has provision been made for reporting and filing the records of all:
- A. Business meetings?
- B. Committee meetings?
16. Have the members reviewed, discussed, and approved the structure of our organization?



ACTION

What Will Make Us Click?

PROGRAM PLANNING

17. Do we have group discussion?
- A. With a trained or skilled discussion leader?
- B. With a variety of discussion subjects?
18. Do we have and use a record of each member's interests, skills, hobbies, etc., to:
- A. Assist with program planning ideas?
- B. Find new leaders?
- C. Vary the programs to cover the interests of all?

19. Has it been made convenient for members to offer suggestions, criticisms, desires, etc., by providing an "idea" box in which members can drop unsigned comments?
20. Are non-participating, non-attending members canvassed for their program ideas?
21. Do all active members have an opportunity to participate in program planning?
22. Do we invite visitors, known to have views conflicting with ours:
- A. To attend our meetings?
- B. To participate in our discussions?
23. Does our planning include keeping informed on the programs, techniques, and methods of other organizations having similar objectives?
24. Is our program planning carefully related to our goals?
25. Do we acquaint visitors, especially invited speakers, with our membership, objectives, and activities?

ATTITUDES AND ABILITIES OF THE CHAIRMAN

26. Does he seem fully aware that a member's loyalty develops more rapidly by activity in planning than by participating in plans prepared by others?
27. Does he value the intelligence of the assembled members enough to make every effort to get their ideas rather than to work out everything himself?
28. Does he pass responsibilities around, rather than call repeatedly on the same "old reliables"?
29. Does he look for, and welcome, new and better ways of getting things done?
30. Does he easily and freely give public credit to others:
- A. For work well done (success)?

Check
Yes or No

- B. For effort, though the goal was not achieved?.....
31. Does he know enough "parliamentary procedure" to insure smooth-running business meetings?.....
32. Does he canvass members for their criticisms of his direction of the organization:
- A. By individual conferences?.....
- B. By group discussion?.....

PROCEDURE AND STRATEGY

33. Does the chairman privately "plant" ideas with individual members, rather than present all ideas himself?.....
34. Does the chairman refer ideas to the appropriate committee to help them:
- A. With their assignment?.....
- B. Gain more justifiable group recognition for a job well done?.....
35. Is our publicity written to gain community understanding of our purpose and progress, rather than as news items?.....
36. Do members having special responsibilities report to the group rather than to the chairman only?.....
37. Have we explored and made effective use in our program of:
- A. Pamphlets and other available written materials?.....
- B. Resource persons in our area?.....
38. Do we encourage pride in membership by pointing out all progress, especially as it affects community betterment?.....
39. Have we, by letter or other expression, indicated our appreciation to voluntary citizens working on community activities?.....
40. Have we carried our fair share of community responsibilities?.....

EVALUATION

Are We Moving in the Right Direction?



Check
Yes or No

41. Do we as a group frequently discuss such questions as:
- A. Progress made toward our goals?.....
- B. What methods, programs, techniques have been
1. Successful, and adaptable to new problems?.....
2. Unsuccessful, and should they be corrected or dropped?.....
- C. Are we interesting the people who should be reached — if not, why not?
42. Are our discussion programs arriving at conclusions?.....
43. Are our discussion conclusions resulting in action?.....
44. Are our goals (programs) still sound, in view of changing local and world conditions?.....
45. Has our *active* membership increased?.....
46. Has every member had the opportunity to help plan as well as to participate in the programs?.....
47. Have we made the best possible use of:
- A. Our present officers?.....
- B. Our past officers?.....
48. Are our efforts contributing to community betterment?.....
49. Do citizens outside our organization understand and approve our program?

Additional free material on Organization Leadership may be obtained from:

I. Bureau of Agricultural Economics, U.S.D.A., Washington, D. C., or the Bulletin Room in the Department of Publications, Michigan State College, East Lansing.

DN-1 — "Suggestions for Group Discussion Members"

DN-2 — "Suggestions for Group Discussion Leaders"

DN-4 — "Suggestions for Panel Discussion"

D-3 — "What is a Discussion Leader's Job?"

II. Bulletin Room, Department of Publications, Michigan State College, East Lansing.

Extension Folder — F-35 — "Making Community Meetings Go"

Extension Folder — F-39 — "Making Group Discussion Meetings 'Click'"

Extension Folder — F-38 — "Discussion Leaders' Score Card"

Extension Bulletin — 275 — "Secretary's Score Card"

III. Department of Public Instruction, Lansing, Michigan.

Bulletin No. 339 — "Understanding through Discussion"

NOTES