

Garden Club of Inverness

End of Year Report _____

Please complete this form in duplicate and send one copy to the president and file the other copy in the notes to be passed on to the next chairperson.

Name: _____

Phone/E-Mail _____

Office or Position _____

1. Were you given enough guidance about procedures and expectations for this position?

2. Do you feel that too much was required of this position?

3. What aspect of your job did you enjoy the most?

4. Does this position require too much time for one person to complete by themselves?

5. What do you think is the most important information about the position that you can give the next person who does this job?

6. Would you consider it helpful to sit down with the person who last held the position to exchange ideas and go over some of the pitfalls to avoid?

7. Would you recommend your job to a new member?

8. Are there any ways a Board member or the Board as a whole can make your job easier?

9. Did you personally, while serving on the Board, recruit anyone to join The Garden Club?

10. Can you name three new members without looking at the directory?

11. Please list budget for the current year: _____

12. Expenditures for current year: _____

13. Budget request for _____ Year: _____