

HOSA Chapter Meeting/Evaluation Form

Date of Meeting	Time	Place of Meeting
-----------------	------	------------------

Presiding Officer: _____ Creed led by: _____

Members absent: _____

Guests: _____

Roll/minutes by: _____ Approved Yes No

Treasurer's Report by: _____ Balance: \$ _____

Unfinished Business: _____

Committee Reports:

(1) Committee Summary _____ Reporter _____

(2) Committee Summary _____ Reporter _____

(3) Committee Summary _____ Reporter _____

Other Unfinished Business _____

New Business: _____

Motions:

(1) Motion by: _____ Seconded by: _____
 Motion: _____
 Vote: _____ Passed _____ Failed

(2) Motion by: _____ Seconded by: _____
 Motion: _____
 Vote: _____ Passed _____ Failed

(3) Motion by: _____ Seconded by: _____
 Motion: _____
 Vote: _____ Passed _____ Failed _____

(4) Motion by: _____ Seconded by: _____
 Motion: _____
 Vote: _____ Passed _____ Failed _____

Program:
 Title _____ Speaker _____

Announcements:
 (1) Topic _____ Announcer _____
 (2) Topic _____ Announcer _____
 (3) Topic _____ Announcer _____

Adjournment motion:
 (4) Motion by: _____ Seconded by: _____
 Vote: _____ Passed _____ Failed _____ Adjournment Time _____

Additional Notes

Meeting Evaluation - Rate each item as follows: 5 = always 4 = usually 3 = sometimes
 2 = not very often 1 = almost never

1. The chapter meeting was scheduled well in advance. _____
2. Chapter officers met to plan the meeting. _____
3. Most members attended the meeting. _____
4. The meeting started and finished on time. _____
5. The meeting was "fun" to attend. _____
6. The meeting was managed by the officers and not the chapter advisor. _____
7. Correct parliamentary procedure was used at the meeting. _____
8. Guests at the meeting were impressed by what they see. _____
9. There was no wasted time at the meeting. _____
10. Everyone participated in the meeting. _____
11. The meeting accomplished what it was supposed to accomplish. _____
12. The agenda was provided to the members in advance of the meeting. _____

Total Score _____

Divided by 12 (rating average) _____