

Gold Wing Road Riders Association Progress Review and Activity Plan Form

Activity Plan For: _____

Officer Name: _____ **Position:** _____

Review Dates
 Goal Setting Interview: _____
 6-Month Progress Review: _____
 30-Day Follow-up Interview: _____
 60-Day Follow-up Interview: _____
 12-Month Review: _____

Summary Rating
 ___ Outstanding *
 ___ Superior
 ___ Fully Successful
 ___ Minimally Successful
 ___ Unsuccessful *

* Outstanding/ Unsuccessful are used only for exceptional cases based on the judgment of the rating official.

Enter 0 = Goal Not Achieved, 1 = Goal Achieved, 2 = Goal Exceeded, Achievement Level

I. FUNDAMENTAL GOALS: (To be completed for all officers)

1. Develop and implement a "FUNplan" for the Chapter/District/Region. _____
2. Treat Members and colleagues fairly and honestly. _____
3. Respond promptly to all requests for information/assistance. _____
4. The Chapter/District/Region is active and growing. _____
5. Actively support and assist upline/downline officers and staff. _____
6. Demonstrate financial responsibility. _____
7. Demonstrate concern for the interests GWRRA and it's Members. _____
8. Conduct all activities in full harmony with GWRRA operating principles. _____
9. Maintain a high level of personal accessibility to the Members. _____

II. FUNCTIONAL GOALS (Upline and Local): (To be completed for all officers)

A. Member Service

1. Regular social activities are planned and carried out. _____
2. Few Member complaints registered, **all** Member complaints resolved. _____
3. Members are aware of all available GWRRA benefits, programs, and services. _____
4. _____
5. _____

B. Teamwork

1. Proactively promote LTD, RED, and MED sponsored activities. _____
2. Delegate to and involve the full Chapter/District/Region staff. _____
3. _____
4. _____
5. _____

C. Communication

- 1. Reports are accurate and submitted on time. _____
- 2. Publish a first-class newsletter at least monthly to all interested parties. _____
- 3. Keep upline/downline officers/staff advised of developing issues & successes. _____
- 4. _____
- 5. _____

D. Administration

- 1. Complete personal training activities and assignments. _____
- 2. Provided training and development opportunities for staff and Members. _____
- 3. Maintain an adequate staffing level. _____
- 4. _____
- 5. _____

III. LEADERSHIP

A. District Leadership: (Complete for District and Senior Chapter positions)

- 1. All staff performance reviews are completed as scheduled. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

B. Region Leadership: (Complete for Region and Senior District positions)

- 1. All staff performance reviews are completed as scheduled. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

C. National Leadership: (Complete for National and Senior Regional positions)

- 1. All staff performance reviews are completed as scheduled. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

IV. Agreements

We agree that the above goals are realistic, appropriate for our respective areas of responsibility, and representative of our local activity plans for the coming year.

Reviewing Officer

Officer

Start of Year: _____

6-Month Review: _____

12-Month Review: _____

6/1/99LT