



Date: _____

Level: _____

Reviewer: _____ Reviewee: _____

ACTIVITY	YES	NO
1. There is some increase each month in at least one of these items:		
a. # of Participants at events		
b. # of Activities		
c. Types of activities		
d. ARL phone contacts		
e. leadership team members		
f. training and/or RE programs		
g. # of rides		
h. Types of rides		
2. No more than 2 problem situations per month you or your team can't successfully resolve need to escalate up to your appointing officer or above		
3. Your appointing officer or above receive no complaints from members or team members about you or any of your team members		
4. You and each of your core team members have identified at least one candidate as their future replacement and they are involved with you in some of your duties		
5. At least each of your core team members are involved in some way in your weekly chapter gatherings		
6. You core team has a business meeting each month from which each team member has at least one action item to do		
7. there is no question asked that you cannot either answer or show where or from whom they can get the answer		
8. You have a written plan you review every month with your team and you are on target to reach your goals		

AREAS FOR COACHING AND IMPROVEMENT

COACHING



NEXT STEPS

Initial Review

Progress Review

	Step	Date	Reviewer Initial	Reviewee Initials	Date	Reviewer Initial	Reviewee Initials
	Probation Removed						
	Probation Extended for _____ months						
	Coaching follow up						
	Coaching follow up						
	2 nd review						
	Probation Removed						
	Probation Extended for _____ months						
	Dismiss						

Annual Review

	Step	Date	Reviewer Initial	Reviewee Initials
	Term renewed			
	Retired			
	Dismiss			