

Meeting Leader Instructions (80 marks each)

Goal

Students will become more comfortable public-speaking in a leadership setting while learning to evaluate others as well as themselves according to pre-determined leadership qualities and skills.

Step 1 Sign-up

At the beginning of each semester, all leadership students sign up to lead one of the regularly scheduled bi-weekly leadership meetings.

Step 2 Meeting Preparation

The meeting agenda is always finalized on the afternoon prior to the meeting. Meeting Leaders and all leadership students should go to the Leadership Website's Calendar of Events to read over the meeting agenda PRIOR to the day of the meeting in order to have time to clarify any agenda items with the leadership teacher via email the night before or in person at lunch the day of the meeting.

Step 3 Meeting Responsibilities

It is the Meeting Leader's responsibility to begin the meeting on time, take class attendance, come prepared with knowledge of the meeting activities, and have all props necessary to complete all activities effectively.

PLEASE NOTE: If a meeting leader is away excused for the meeting they were scheduled to lead, they will be rescheduled; however, if it is not an excused absence, they will receive a zero.

Step 4 Meeting Leader Evaluation

After each meeting, leadership students will have one week to evaluate the meeting leader's performance according to pre-determined leadership qualities and skills. The survey can be found on the Leadership Is... page of the Leadership Website. Meeting Leaders will be emailed survey results once the survey is complete.

PLEASE NOTE: Leadership students will receive 2 marks for completing a survey. If a leadership student is away, they should not complete a meeting leader evaluation for that meeting; away excused students will receive an omit.

Step 5 Meeting Leader Self-Evaluation

Each Meeting Leader must complete an individual self-evaluation in their Google Docs Leadership Journal within one week of their meeting's completion. Follow the structure outlined below using complete sentences.

HINT: You may choose to use text size, color, or highlighting as well as bolding to enhance response impact. Please remember that purple is reserved for teacher comments and make sure that your size and color choices make organizational sense and are consistent.

1. Identify one area where you felt you excelled. Provide evidence from the meeting.
2. As you will have a second attempt at leading a meeting, identify one area that you feel needs improvement. Make suggestions for future success.

Ex.

Date _____
<h2>Meeting Leader Self-Evaluation</h2>
Area of Success (Your Response)
Evidence of Success from Meeting (Your Response)
Area that Needs Improvement (Your Response)
Suggestion for Future Success (Your Response)

Meeting Leader Criteria

Self-Edit	Criteria
<input type="checkbox"/>	Voice <ul style="list-style-type: none"><input type="checkbox"/> appropriate volume<input type="checkbox"/> clarity
<input type="checkbox"/>	Body Language <ul style="list-style-type: none"><input type="checkbox"/> appropriate gestures<input type="checkbox"/> regular eye contact
<input type="checkbox"/>	Attitude <ul style="list-style-type: none"><input type="checkbox"/> energetic and enthusiastic<input type="checkbox"/> open-minded and supportive
<input type="checkbox"/>	Preparedness <ul style="list-style-type: none"><input type="checkbox"/> knowledgeable<input type="checkbox"/> maintains meeting flow
<input type="checkbox"/>	Class Control <ul style="list-style-type: none"><input type="checkbox"/> calmly and efficiently handles questions and activities<input type="checkbox"/> calmly and effectively deals with issues

Assessment

Student/Teacher Evaluation	/50	
Voice		/10
• volume		
• clarity		
Body Language		/10
• appropriate gestures		
• eye contact		
Attitude		/10
• energetic and enthusiastic		
• open-minded and supportive		
Preparedness		/10
• knowledgeable		
• maintains meeting flow		
Class Control		/10
• handling of questions and activities		
• dealing with issues		
Self-Evaluation	/30	
Successes		/10
Needs Improvement		/10
Structure		/5
Time Management		/5