

## **Review the group's goals for the previous year**

1. What did we hope to accomplish?
2. How well did we do on each goal?
3. Which goals should be continued?
4. Which goals should be altered?
5. Which goals should be dropped?

## **Review programs and activities**

1. What activities and programs did we offer, promote or sponsor?
2. How effective was each program?
3. Did we have a good balance of different kinds of programs?
4. Which activities should be continued and which should be dropped?

## **Review membership**

1. Do we currently have just enough or too few members?
2. How effective were our membership recruitment efforts?
3. Are members enthusiastic about the PTA's activities and motivated to participate and/or work towards our goals?
4. Are members actively involved in the operation or leadership of the unit, i.e., decision making, planning, implementing and evaluating?

## **Review officer and board structure**

Do officers and committee chairs understand their responsibilities and roles within the organizational structure?

1. Is the amount of time and effort required for each office equal, or are some expected to work harder than others?
2. Are the officers "in tune" with the membership? Is there two way regular communication and understanding of members' needs and talents?
3. How would the general membership evaluate the effectiveness of officers?
4. How would the officers evaluate the effectiveness of the officers? What could be improved?

## **Review organizational operation**

1. Were the finances adequate for the unit's activities?
2. Was the budget managed properly?
3. Were the meetings run effectively?
4. Was the frequency of meetings appropriate?
5. Do we have a committee structure? If so, is it working? If not, is it needed?
6. Do we experience scheduling conflicts with other groups or activities?

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