

Maine Swimming, Inc. | Performance Evaluation
Office Administrator

Please use the following scale to rate the MESI Office Administrator in each area:

1 – Poor, 2 – Below Average, 3 – Average, 4 – Above Average, 5 – Excellent, 6 – Not Witnessed

SECTION 1 | ADMINISTRATION

1. Executes directions set forth by the Board of Directors, Committees, and House of Delegates ___

2. Facilitates meetings for the Board of Directors and Committees ___
3. Assists the General Chair with agendas, meetings, and supporting documents ___

Additional comments: _____

SECTION 2 | DEVELOPMENT

1. Represents Maine Swimming at local, regional and national events ____
2. Assists the relevant committees in organizing MESI events, including the Annual Banquet, All Star events, Clinics, and Swimposiums ____
3. Coordinates LEAP and other USA Swimming achievement programs ____

Additional comments: _____

SECTION 3 | COMMUNICATION

1. Maintains the Maine Swimming website with regular updates ___
2. Oversees the public relations, social media and marketing efforts of MESI ____
3. Communicates relevant updates and news to members in a timely manner ____

Additional comments: _____

SECTION 4 | GOAL SETTING & EVALUATION

Goals set during the last performance evaluation::

- A. _____
- B. _____
- C. _____

Have these goals been met? If not, what is the status of each goal?

Goals for the next year:

1. _____
2. _____
3. _____

Thank you for taking the time to complete this performance evaluation.

Once all evaluations are completed, the General Chair will combine the results and review them with the Office Administrator. All performance evaluations are confidential and only consolidated results will be shared with the Office Administrator.