



Association of International Affairs

Steering Document

Evaluation and follow up

Adopted at board meeting: 18/03/2021

Evaluation of the shared board work:

The president is to put together a Google Form questionnaire one time each term in order to evaluate the board's shared tasks. The form should be filled out by each board member. The questionnaire should at least contain following:

- How meetings are working out
- How the internal communication is working out
- How the work-load is distributed
- What can be improved

After the evaluation the president is to put together the results and present it to the board. The board can then together decide on possible arrangements for improvement.

Evaluation of projects:

The projects are to be evaluated by the people in charge of the project no later than three weeks after the project ends. This is to be in written form and should deal with:

- What the purpose of the project was
- What went well and what did not
- What the association gained from it
- How much it cost (money-wise & work-load)
- What improvements can be done

The people in charge of the project then present their assessment on the upcoming board-meeting.

Evaluation of individual work:

Each board member should at the end of each semester conduct a written evaluation, where the purpose is to reflect upon the individual work. The evaluation is equivalent to the operational report. The board is to determine a date for when the evaluations are to be done and uploaded on Google Drive. By reading each other's assessments we can follow up as well as exchange experiences of board work.

All board members have different tasks and therefore the evaluations can vary, the requirements are that it is to be 1-2 pages (A4) and should include following points:

- Reflection of the description of tasks and individual goal-documents.
- Description of your engagement during the operational year in relation to the mission and vision statements of UPF and UFS.
- What could be improved and developed for future boards.

Follow up:

In order for the board to keep up on how the individual tasks are being handled each is to report to the board every now and then, through a short verbal or written report on the state of things. This can be done at a meeting, on Facebook or by e-mail.