



## Annual role review template

This tool has been designed to assist Managers and Leaders in ensuring that all volunteers have the opportunity to reflect upon and discuss their experience within Guiding, as well as identify areas for ongoing development and support. This process should be a positive opportunity for those involved and is best undertaken in a mutually agreeable environment with minimal interruptions.

### Personal details:

Name:	Signature:
Membership number:	Role:

### About me:

1. How are you feeling about your role and your overall experience within Guiding?
2. What do you consider to be your key highlights and achievements over the past six months? What have you learnt?
3. Reflecting on the position description for your role, do you find it accurately represents all that you do? Please give details:
4. What elements of your role do you most enjoy and why?

5. What elements of your role do you find most challenging – and how can we better support you in these?

6. How do you believe you are managing the administrative requirements of your role eg finance, membership, risk, compliance with policies and procedures?

7. In what ways are you contributing to the implementation of the Australian Guide Program?

8. Reflecting on our Guiding values eg in the Promise and Law, and Code of Conduct, how do you feel they relate to you on a practical level?

### People around me / my team:

1. Please comment on how you are managing relationships with your team eg Unit/ District/ Region/ Support group/ parents/ state office/ wider community:

2. What are some of the issues you have faced, and how have you felt these were handled? How could we have better assisted you in dealing with these?

**Way Forward:**

1. What are your key goals for the next year? How can we help you to achieve these?

2. Are there any particular roles or opportunities you have identified within Guiding that you would like to explore further? This could include other Unit / District / Region / State positions, participation on Committees, Board etc

3. What sort of training/experiences/opportunities do you feel would benefit you in the next year? How can we assist you with these? (It may be useful to refer to learning log to review past learning and identify additional opportunities)

4. Is there anything that you would like to discuss that we haven't already covered eg succession planning when it is time to move on to another role?

Any other comments, thoughts, agreed actions and / or next steps:

**Reviewer details:**

Manager's name:	Signature:
Date:	Role:

Note: Once completed, a copy of this form should be given to the person it relates to, and the original retained by the Manager for follow up of action items.

Your State Office should be notified of completion of the conversation. You can either do this using the ADM.47 form or by any other method acceptable in your state.