

## Evaluation Committee

**Scope:** The Evaluation Committee is responsible for the development, distribution, collection, tabulation of the annual Stevne meeting evaluation and reporting of results to the TLSSC committee at the first meeting following the Stevne.

### Responsibilities:

1. Develop an evaluation form for the annual Stevne meeting using past evaluation forms and recent TLSSC committee suggestions as a guide.
2. Share created form with the TLSSC to assure that the evaluation form covers the needs of the committee.
3. Submit a finalized copy of the evaluation form to the Registration Chairman 10 days before the stevne for duplication and placement in the registration packets.
4. Collect completed evaluation forms at the Stevne meeting.
5. Tabulate evaluation results and share with the TLSSC at the first committee meeting following the Stevne meeting in the fall.