

## **Rotarian Needs Assessment**

1. Print a copy of the test on the next page for each member.
2. Ask members to work their way down the left side of the test, responding to the list of needs (1 – 24), by ticking the box adjacent which best describes the level of importance they place on that need.

When they get to the bottom of the list, they may wish to add one or two additional needs which they have thought of, and respond accordingly.

3. Take note of the responses that fall in columns 4 and 5. These are those needs which members have considered most important to them. Then move to the right hand column, and respond **ONLY** to those needs which have been indicated as most important (a tick in column 4 or 5 on the left). This is where members get to analyse how well their Rotary experience fulfils those important needs. It's important that members with a role outside of their own club (such as sitting on a district committee or taking on a district leadership role) take into account their whole Rotary experience, not just their club experience.
4. Once members have reached the bottom of the list, look for ticks on the **RIGHT** hand side that fall in columns 1 and 2. Then circle those ticks. These circles represent the members' unmet needs.
5. A small committee should review these findings, maybe the president and membership chair, or the club board. In isolation, the test results may not reveal too much, but when the results of the whole club are compiled and analysed, some interesting patterns can emerge. The club should then concentrate on addressing the top 3 unmet needs of members. The district membership committee is happy to then work with the club with ways to address those needs.

### **Should members put their names on the tests?**

It's advisory, but not compulsory. The main aim of the test is to come up with a list of the most common unmet needs and start working on them. There may however be instances where new members, or disaffected members can be given specific roles which may help fulfil their specific needs.

