

Executive Director Evaluation

Roles and Responsibilities and Process

Roles and Responsibilities:

1. Executive Committee is responsible for the review process, the evaluation of the ED, and the generation of next year's objectives
2. The Executive Committee will present to the Board for feedback:
 - a. The ED's review for the prior year
 - b. The ED's objectives as set for the current year (and whenever changed in the future).
3. The Executive Committee will bring forward to the Board for a vote:
 - a. A recommendation on any adjustment to the ED salary
 - b. Any other form of compensation outside of salary

Evaluation Process:

1. The Review Period matches the Fiscal Year (July 1st to June 30th of the following year)
2. The ED should have an evaluation in a timely way after the Review Period has ended
3. Objectives should be set in a timely way for the current Review Period
4. During the Review Period, there should be periodic discussions of the ED's objectives to make adjustments as needed
5. There should be at least one written mid-year feedback given to the ED (more can be done as warranted)