

DIRECTOR PERFORMANCE REVIEW PROCESS

Director's performance reviewed in the context of organizational strategic plan, goals, objectives and core values.

COMMON OBJECTIVES OF DIRECTOR PERFORMANCE REVIEWS

- Alignment
- Communication
- Feedback

PROCESS/STEPS

1. Request questions and suggestions from Board at April Board meeting
 - a. Process and questions taken to Board meeting for discussion
2. Director fills out performance self-evaluation using the conversation topics
3. Director submits the self-evaluation to the Board the Monday before the May Board meeting
4. Director can choose between a public or closed executive meeting
5. Trustees review the self-evaluation individually and then discuss with the Director at the Board meeting
 - a. Trustees have opportunity to ask clarifying questions and give feedback
6. Board designates two Trustees (volunteer) to write a synopsis of the Board's feedback and the review for the Director's file
7. Trustees write the synopsis and emails it out to the Board and asks for feedback individually
8. Board Chair signs statement on behalf of the Board and submits it to HR. Shares with Director at June meeting.