

EXECUTIVE DIRECTOR EVALUATION PROCESS

Timeframe	Actions
June	<ul style="list-style-type: none"> • Executive Director (ED) begins self-evaluation report to be completed by July 1. • ED self-evaluation report is submitted to the third party in advance of the forthcoming Council Meeting to include with the evaluation tool.
July	<ul style="list-style-type: none"> • Annual Executive Director evaluation is provided to Council members, via the third-party, two weeks before the July Council meeting and includes the ED self-evaluation report. • Third-party distributes the ED evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members providing three weeks for council members to complete the evaluation. • Council Chair notes the survey process is underway in chair report, reminding members of the impending due date (i.e., the following week).
August	<ul style="list-style-type: none"> • The third-party collects and tabulates the completed survey results, aggregates written comments to prepare report based on responses and provides a report to the Council Chair within one week of receiving completed surveys from Council members. • Council Chair and/or third-party presents the evaluation report to the Executive Committee for consideration during a closed session. • Executive Committee finalizes the evaluation report, adopts content of the final evaluation report, recommendation(s), and requested actions for presentation to the full Council.

September	<ul style="list-style-type: none">• Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the September Council meeting.• Council considers Executive Committee recommendation and approves the final ED evaluation report, recommendation(s), and requested actions.• Within one week of the Council meeting, the Council Chair provides the Executive Director with the approved evaluation report, recommendation(s), and requested actions.
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