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**2024 EXECUTIVE DIRECTOR EVALUATION PROCESS and SCHEDULE**

Timeframe	Actions
<b>June</b>	<ul style="list-style-type: none"><li>• Executive Director (ED) begins self-evaluation report to be completed by <u>July 1, 2024</u>.</li><li>• ED self-evaluation report is submitted to the third party in advance of the forthcoming Council Meeting to include with the evaluation survey.</li></ul>
<b>July</b>	<ul style="list-style-type: none"><li>• Annual Executive Director evaluation survey is provided to Council members, via the third-party, approximately 10 days before the July Council meeting and includes the ED self-evaluation report. (c. <u>July 5, 2024</u>)</li><li>• Third-party distributes the ED evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members providing approximately three weeks for council members to complete the evaluation.</li><li>• Council Chair notes the survey process is underway during the chair report at the <u>July 16, 2023, Council Meeting</u>, reminding members of the impending due date (<u>July 26, 2024</u>).</li></ul>
<b>August</b>	<ul style="list-style-type: none"><li>• The third-party collects and tabulates the completed survey results, aggregates written comments to prepare a report based on responses and provides a report to the Council Chair approximately one week after receiving completed surveys from Council members (<u>August 5, 2024</u>).</li><li>• Council Chair and/or third-party presents the evaluation report to the Executive Committee for consideration during a closed session (<u>August 20, 2024</u>).</li><li>• Executive Committee finalizes the evaluation report, adopts content of the final evaluation report, recommendation(s), and requested actions for presentation to the full Council (<u>September 3, 2024</u>).</li></ul>

Timeframe	Actions
September	<ul style="list-style-type: none"><li data-bbox="488 247 1398 422">• Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the September Council meeting (<u>September 17, 2024</u>).</li><li data-bbox="488 432 1398 558">• Council considers Executive Committee recommendation and approves the final ED evaluation report, recommendation(s), and requested actions.</li><li data-bbox="488 569 1398 743">• Within one week of the Council meeting, the Council Chair provides the Executive Director with the approved evaluation report, recommendation(s), and requested actions (<u>September 24, 2024</u>).</li></ul>