

EVALUATION OF THE DIRECTOR

Purpose – the purpose of the Director evaluation is to review the Director’s job performance over the period of review, determine success toward meeting Cooperative goals, and provide feedback and support to the Director.

Procedure – the Director and Board will follow an established 12-month timeline that includes designated periods for:

1. Review of the Director’s job description and evaluation process, forms, indicators, timelines and possible supporting documents, information and data to be used to measure performance;
2. Creation of mutually agreed-upon Director goals based on Cooperative goals, which are measurable and can be accomplished over a 12-month period;
3. Delivery by Director of periodic interim reports of progress toward meeting goals;
4. Distribution of evaluation forms to each board member and randomly-selected regular, full-time staff members by a third-party evaluator;
5. Executive session by Board members to discuss evaluation results and develop the Board’s official written document to be shared with the Director;
6. Executive session to share, clarify and discuss the Board’s official evaluation document with the Director and jointly establish goals for each area of evaluation. Changes to the evaluation and/or Director’s written comments may be made as a result of the discussions;
7. Copy of the final written evaluation form is placed in the Director’s personnel folder.

Evaluation content

The final evaluation form written by the Board shall include:

1. A summary of the Director’s goals for the year and a rating of progress toward meeting goals (this section shall be completed by Board members only and not staff);
2. A rating of the Director’s performance of his/her designated responsibilities as contained in Policy CBA (this section shall be completed by Board members only and not staff);
3. A rating of the Director’s performance in the skill areas of leadership, professionalism, judgment, communication, and management (completed by both Board and staff);
4. Specific goals for each of the areas of the evaluation, to be completed by Director and Board;
5. Written comments by board members and the Director, if desired;
6. A statement concerning recommendation, recommendation with qualifications, or non-recommendation for continued employment;
7. Dated signatures of the Board President and Director.

Policy Adopted: January 16, 2014