

10040
EVALUATION
(approved 11/98; 8/11; 9/20)

SECTION 1 FREQUENCY: An evaluation of the executive director's job performance shall be conducted annually.

SECTION 2 PROCESS: The president and/or past president shall have the responsibility for the evaluation process with input from the board of directors. This evaluation shall be based on the performance of designated responsibilities, as well as the achievement of individually set goals. The evaluation shall be completed in written duplicate form (one copy for the executive director and the second copy for the personnel file). The results will be shared with the executive director at the end of which the president or past president and the executive director shall sign both copies of the evaluation form. The executive director shall have the opportunity to make a written response to the evaluation and that response will be attached to the evaluation form in the personnel file.