



Section:	1. Administration
Subpart:	Board of Directors
Policy No.:	1.1.3.
Title:	Performance Evaluation of the NCWM Executive Director
Effective:	May 1, 2018
Revised:	N/A

Performance Evaluation of the NCWM Executive Director

Purpose: Establish a policy for evaluating the NCWM Executive Director.

Background: The Board of Directors of NCWM believes the Executive Director should be periodically evaluated to ensure he/she is improving and continuing to meet the needs of the corporation and its members. This policy establishes the process for evaluating the Executive director.

Policy:

1. Performance Evaluations of the Executive Director

- a. The Chair of the Board of Directors shall work with the Board to identify an evaluation instrument to be used in evaluating the Executive Director. The instrument in Attachment 1 shall be used for the evaluations until the board approves a new instrument. The new instrument would be used in the next evaluation cycle.
- b. The Evaluation Committee shall conduct an annual evaluation using the timeframe in 1c below. The Evaluation Committee are the current Chair of the Board of Directors, Past Chair, Treasurer and Chair-Elect.
- c. The annual evaluation cycle, beginning in May, for the Executive Director shall consist of several steps:
 - i. Prior to the spring Board meeting the Evaluation Committee shall conduct a formal evaluation of the Executive Director. During executive session of the spring Board meeting, the Chair will present a brief summary of the evaluation to the Board.
 - ii. At the spring Board meeting the Evaluation Committee shall present the proposed objectives for the Executive Director for the upcoming year to the Board for consideration and approval. The Chair shall discuss the objectives with the Executive Director after the meeting.
 - iii. The Evaluation Committee shall conduct an informal mid-year evaluation at the NCWM Interim Meeting.
 - iv. The Chair shall discuss the status and progress toward the objectives with the Executive Director at the fall Board meeting.
 - v. The evaluations of the Executive Director are confidential documents and the completed evaluations will be held by the NCWM attorney. Only the Executive Director Board Chair, Chair-Elect and Treasurer shall have access to the past evaluations.

Attachment 1 – Performance Evaluation Instrument

Attachment 2 – General Responsibilities of the Executive Director