**[insert ACEP chapter name]**

**Executive Director Evaluation**

**Purpose of Evaluation:**

A systematic evaluation system is essential for holding the Executive Director accountable for operations and task accomplishment. It clarifies and communicates the Executive Committee’s expectations and priorities. The evaluation identifies expectations that are not being met so that work plans, activities and Executive Director attributes can be adjusted accordingly.

**Date of Evaluation:**

**Please evaluate overall performance using the following scale:**

0=Unable to Evaluate

1=unsatisfactory

2=Needs Improvement

3=Meets Expectations

4=Exceeds Expectations

**SECTION ONE: Evaluation of Executive Director Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **Comments** |
| **Executive Committee & Board** |
| Effectively advises and assists the Board and other leaders in achieving [insert chapter name]’s mission and Strategic Plan. |  |  |
| Keeps Board apprised of events/notices affecting policy, budget and office operations |  |  |
| **Management and Administration** |
| Oversees the coordination of meetings, agendas, and minutes |  |  |
| Prepares operational plans to achieve [insert chapter name]’s mission, strategic plan and goals established on an annual basis. |  |  |
| Provides support for all [insert chapter name] activities/events. |  |  |
| Assures that all legal requirements of [insert chapter name] are met, including compliance and record-keeping |  |  |
| Assures adherence to the [insert chapter name] strategic plan and assures that it is updated as appropriate |  |  |
| Engages in short-term and long-term planning and encourages participation in planning by members, and Board of Directors. |  |  |
| **Description** | **Rating** | **Comments** |
| **Financial Management** |
| Development & monitoring of annual budget. |  |  |
| Assures compliance with financial reporting. |  |  |
| Forecasts upcoming financial issues and alerts [insert chapter name] leadership of opportunities and/or threats. |  |  |
| Engages in long-range financial planning. |  |  |
| **Educational Meetings** |
| Effectively prepares, promotes and executes all educational programs and seminars. |  |  |
| **Legislative, Regulatory, Alliances** |  |  |
| Works effectively with [insert chapter name] lobbyist in identifying and monitoring legislative issues. |  |  |
| Attends meetings with regulatory agencies and allied groups |  |  |
| **Public Relations** |
| Develops programs to enhance the goals and objectives of the association by targeting key audiences and increasing visibility of [insert chapter name]. |  |  |
| **Publications** |
| Solicits articles for publication in [insert chapter name] News. |  |  |
| Solicits advertising for [insert chapter name] News |  |  |
| Prepares newsletter content for printing and distribution quarterly. |  |  |
| **Website** |
| Works effectively with outside contractors and chair of communications committee to implement changes as needed. |  |  |
| Effectively oversees website content is current and accurate |  |  |

**SECTION TWO: Evaluation of Executive Director Attributes**

Has the Executive Director demonstrated the following attributes consistent with Executive Committee’s expectations?

Please evaluate overall performance using the following scale:

0=Unable to Evaluate

1=unsatisfactory

2=Needs Improvement

3=Meets Expectations

4=Exceeds Expectations

**Knowledge of the Job**

Rating: Comments:

**Dependability**

Rating: Comments:

**Initiative**

Rating: Comments:

**Leadership**

Rating: Comments:

**Quality of Work**

Rating: Comments:

**Attitude**

Rating: Comments:

**Problem Solving Skills**

Rating: Comments:

**Fiscal Stewardship**

Rating: Comments:

**Board Relationships**

Rating: Comments:

**Good Judgment**

Rating: Comments:

**Accepts Criticism**

Rating: Comments:

**Communication Skills**

Rating: Comments:

**Planning**

Rating: Comments:

**Maintains Positive Approach in Face of Adversity**

Rating: Comments:

**Maintains Moral and Ethical Standards**

Rating: Comments:

**SECTION THREE: Overall Evaluation**

Check the Statement that best represents and summarizes the Executive Director’s overall performance against the evaluation criteria. Consider performance in both goals, particularly those with high priority, personal attributes, and specific duties:

** SIGNIFICANTLY EXCEEDS EXPECTATIONS**

Performance far exceeds expectations in all major responsibility areas to exceed expectations for most evaluation criteria goals on a sustained basis or is recognized as an outstanding performer by demonstrating superior results.

** FULLY MEETS EXPECTATIONS**

Performance fully meets expectations in all major responsibility areas and consistently exceeds expectations on some goals or personal attributes. Performance is that of a competent, knowledgeable, and experienced staff member. Responds to unplanned circumstances meets or exceeds what should be expected.

** MEETS MOST EXPECTATIONS**

Overall, most performance expectations were met. Some goals may not have been fully achieved, or some important personal attributes or specific job requirements could be improved. The staff members should focus on improving his or her performance in a few major areas. Performance at this level could result from being new on the job.

** BELOW EXPECTATIONS**

Not performing to the expectations of the job as defined by the goals, duties, or personal attributes. Needs a high degree of supervision and direction. May not have background to grasp the work. Must be made aware of performance and improvement plan must be developed.

**SECTION FIVE: Executive Director’s Comments**

Comments should focus on actions or activities that will be undertaken to improve performance and any additional thoughts about performance to date:

**SECTION SIX: Identifying Development Needs:**

Describe specific areas that need improvement or will enhance development in current position. Include any goals or personal attributes which received a “meets most expectations” or “below expectations” rating. Also specify recommended developmental actions to address developmental needs. Indicate the date the action should take place by.

|  |  |  |
| --- | --- | --- |
| NEEDS | ACTION | COMPLETED BY |
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|  |  |  |
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Signatures:

Executive Director Date

[insert chapter name] President Date