

Executive Director Self Evaluation

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This is an anonymous and confidential survey that will allow members of the Board of Directors to fulfill one of the Board's most important responsibilities: reviewing, providing feedback to, and supporting the Executive Director. Your name is requested at the beginning for the purpose of tracking participation only.

Please evaluate our Executive Director's performance to the best of your ability using the following rating scale.

- 1 - poor**
- 2 - needs improvement**
- 3 - satisfactory**
- 4 - good**
- 5 - outstanding**
- N - no way to judge**

Please feel free to add additional thoughts after each set of choices. The small box provided for these comments will expand to fit your remarks .

* 1. Your Name

2. Program development and administration

| | Poor | Needs improvement | Satisfactory | Good | Outstandng | No way to judge |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Assists the Board in developing, implementing, and evaluating our long-range strategy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides leadership in developing programatic and financial plans with the Board of Directors and staff | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assures consistent delivery of high quality programs and services by providing leadership and appropriate oversight | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Supervises the maintenance of official records and documents | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ensures compliance with federal, state and local regulations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains a working knowledge of significant developments and trends in our sector | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Remains knowledgeable and engaged in fundraising developments and practices | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. Please add any additional comments on how the Executive Director develops and administers programs.

4. Communications

| | Poor | Needs improvement | Satisfactory | Good | Outstandng | No way to judge |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Keeps the Board informed of the financial and programmatic condition of the organization and all important factors influencing it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is an effective communicator | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Represents the organization well to the public, and is enthusiastic | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Develops good relationships with key community and civic leaders, associations and donors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Please add any additional comments on how the Executive Director manages communications and serves as the organization's spokesperson.

6. Budget and finance

| | Poor | Needs improvement | Satisfactory | Good | Outstanding | Not able to judge |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Develops and maintains sound financial practices | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Works with the staff, Finance Committee, and the Board to prepare the annual budget | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Operates within the limitations of the annual budget | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Anticipates and plans for capital needs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Anticipates and plans for cash flow needs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates conscientious oversight of clinic assets | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ensures compliance with relevant government regulations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Comments on how the Executive Director manages the budget and finances

8. Administration and Human Resources

| | Poor | Needs improvement | Satisfactory | Good | Outstanding | No way to judge |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Seeks opinions and ideas of others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Makes decisions effectively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Has good follow through | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Establishes priorities for responsibilities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Delegates responsibility and authority | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Attracts and retains quality personnel | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates a good working relationship with personnel | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Delivers high quality service to donors directly or w/ staff | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides regular performance evaluation and counseling of personnel | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

9. Any additional comments about administrative duties and human resources management:

10. Development/ Fundraising

| | Poor | Needs improvement | Satisfactory | Good | Outstandng | No way to judge |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Develops an annual fundraising plan and oversees its implementation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is effective in development calls and group presentations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Follows up leads well and calls upon Board members to tap their relationships and experience effectively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is the main contact for major donors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Knows tax laws and implications for charitable giving | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gets results | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

11. Comments about Development/ Fundraising:

12. Board Support

| | Poor | Needs improvement | Satisfactory | Good | Outstandng | No way to judge |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Schedules and organizes agendas for Board meetings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Oversees the preparation of materials for Board meetings, and distributes them to members ahead of time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assures that the the minutes of Board meetings are recorded and prepared for the Secretary's review | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains Board records | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encourages active and effective participation of Board members | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

13. Comments about Board support

14. Please list the Executive Director's strengths.

15. Please list the Executive Director's weaknesses and areas where s/he could grow or become more effective.

16. Other Comments

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End of Survey

Thank you so much for completing this survey.