**Performance Evaluation of the Executive Director**

**Process Checklist / Board Readiness**

This readiness checklist will help you gauge how well your Board is prepared to engage in a thoughtful and collaborative process for evaluating your Executive Director. It will also serve as a guide for organizing such process. Use it to identify where you're strong and where you need to improve. Work with your Board and Executive Director to prioritize your improvement areas.

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| Y/N | Tasks and Resources |
|  | The Board understands its responsibilities for evaluating the ED and the process to be followed. |
|  | The Board has a clearly defined policy, a fair and objective process and a schedule for evaluating the Executive Director (ED). |
|  | The Board has selected the group or individual who will lead the performance evaluation. |
|  | The Board has adopted an evaluation tool which was shared with the ED or will be shared prior to beginning his/her evaluation. |
|  | The Board has adopted a self‐evaluation form for the ED to complete prior to the evaluation meeting. |
|  | The evaluation schedule will allow the ED and all others involved to provide thoughtful input in a timely manner. |
|  | The ED’s job description is up to date. |
|  | During the previous evaluation period, the ED and the Board agreed on the standards and performance goals against which the ED would be evaluated. |
|  | The Board has communicated its expectations, positive feedback and concerns to the ED throughout the year. |
|  | The Board is confident that no surprises will delivered at a performance evaluation. |
|  | The Board has provided direction to the evaluation group regarding any input they may want to gather from other staff and key stakeholders. |
|  | The Board has a clear understanding of what resources will be available for: (a) possible increases in compensation; and  (b) professional development opportunities that may be provided to the ED as a result of the performance evaluation and the ED professional development plan established for the following year. |