

## CEO EVALUATION PROCESS

### ROLE

Pursuant to its stated responsibilities, the Board of Directors is to provide the CEO with periodic evaluation regarding performance. To that end, the following process shall be followed.

1. The Board President will appoint a CEO's Evaluation Committee, to be chaired by the First Vice President, in the fourth quarter.
2. The CEO will provide in writing a self-evaluation of each respective Job Product. This document will be submitted to the Evaluation Chair no later than one month after the appointment of the committee.
3. Board members may, if desired, make substantive comments to the Evaluation Committee, via the committee chair, two weeks prior to the evaluation date.
4. The Evaluation Committee will review both substantive comments from other Board members and the document prepared by the CEO and will provide the Board President with questions and comments prior to the end of the fiscal year.
5. The Board President will meet with the CEO, review the self-evaluation and any comments or concerns as expressed by the Evaluation Committee, and together establish goals for the coming year.
6. The Board President will summarize the CEO's evaluation and report to the Board at the first meeting of the fiscal year.
7. At least every four years, the Board will conduct a fair and thorough evaluation of the organization as a whole. This evaluation would include a review of the CEO's past evaluations, interviews that may include Board members, benefactors, vendors, program participants, etc. A written report, including an overview, programs, governance, CEO effectiveness, observations and recommendations will be presented to the Board President.