## **EVALUATION OF THE WEF EXECUTIVE DIRECTOR**

<u>Purpose:</u> To establish a general policy and procedures for the period evaluation of the Executive Director.

**Policy:** An evaluation of the Executive Director shall be conducted annually. The evaluation shall be performed by the Board of Trustees and coordinated by a Review Committee consisting of the President and the President- Elect.

<u>Procedure:</u> The Review Committee distributes to each member of the Board of Trustees the Executive Director Performance Evaluation form with a specific response deadline.

The response from the Board will be combined and synthesized by the Review Committee and the result will be discussed with the Executive Director.

A written report of the evaluation will be recorded in the confidential files of the Executive Director.

## **Executive Director (ED) - Performance Review Process**

## Time Line:

Send Board surveys for input on ED past year's performance and achievement of annual goals

<u>August</u>

Surveys due <u>September 1</u>

ED to submit a self-assessment report for past year September 1

The Review Committee will complete a summary of the

ED Self Assessment Report and

ED Performance Evaluations and submit to the BOT October 1

Solicit BOT comments on ED Performance Evaluation WEFTEC

Set Annual Goals for coming year WEFTEC

Schedule the Performance Evaluation with the ED <u>December</u>

BOT meeting vote to Approve Performance Evaluation

and any salary recommendations April

Complete face to face performance evaluation meeting with

ED and salary recommendation End of April Board meeting

Approved WEF Board of Trustees December, 2007