

## Executive Director/Administrator Evaluation Review Form

### 1. Overall organizational performance

a. Works with the board and management staff to develop strategies for achieving mission, goals and financial viability.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

b. Appropriately provides both support and leadership to the board.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

c. Demonstrates quality of analysis and judgment related to progress and opportunities, and needs for changes.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

d. Maintains and utilizes a working knowledge of significant legal developments and trends in the field.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

e. Builds respect and profile for the organization in its various constituencies. Supports the overall field/movement in which the organization works.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

f. Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact

Outstanding  Very Good  Fine  Improvement Needed  Don't know

g. Comments on overall organizational performance:

### 2. Community leadership

a. Serves as an effective spokesperson. Represents the organization well to its constituencies, including churches and other Christian Science facilities and organizations.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

b. Sees that communication vehicles are developed and utilized well.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

c. Comments on community leadership:

### 3. Administration and Human Resources

a. Establishes and leads an effective management team

Outstanding  Very Good  Fine  Improvement Needed  Don't know

b. Recruits and retains a diverse staff (as the organization has identified diversity)

Outstanding  Very Good  Fine  Improvement Needed  Don't know

c. Ensures that procedures and organizational culture maximize volunteer involvement

Outstanding  Very Good  Fine  Improvement Needed  Don't know

d. Ensures compliance with relevant workplace and employment laws

Outstanding  Very Good  Fine  Improvement Needed  Don't know

e. Sees that employees are licensed and credentialed as required and that appropriate background checks are conducted

Outstanding  Very Good  Fine  Improvement Needed  Don't know

f. Ensures that job descriptions are developed and that regular performance reviews are completed and documented

Outstanding  Very Good  Fine  Improvement Needed  Don't know

g. Leads staff in maintaining a climate of excellence, accountability, and respect.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

h. Comments on administration and HR:

#### 4. Financial sustainability and mission impact

a. Assures adequate control and accounting of all funds, including maintaining sound financial practices

Outstanding  Very Good  Fine  Improvement Needed  Don't know

b. Sees that programs and activities are developed, executed, modified and dismantled to maximize mission impact

Outstanding  Very Good  Fine  Improvement Needed  Don't know

c. Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate

Outstanding  Very Good  Fine  Improvement Needed  Don't know

d. Sees that official records and documents are retained; sees to compliance with federal state and local regulations (examples: Form 990, payroll withholding)

Outstanding  Very Good  Fine  Improvement Needed  Don't know

e. Develops realistic, ambitious plans for acquiring funds

Outstanding  Very Good  Fine  Improvement Needed  Don't know

f. Jointly with the president and secretary of the board, conducts official correspondence for the organization, and jointly with designated officers, executes legal documents appropriately

Outstanding  Very Good  Fine  Improvement Needed  Don't know

g. Successfully involves others in fundraising and in earned income generation

Outstanding  Very Good  Fine  Improvement Needed  Don't know

h. Establishes positive relationships with institutional funders such as foundations, government agencies, churches, corporations, and so forth.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

i. Establishes positive relationships with individual donors.

Outstanding  Very Good  Fine  Improvement Needed  Don't know

j. Comments on financial sustainability and mission impact

## 5. Board of trustees

a. Appropriately consults with and involves the board chair

Outstanding  Very Good  Fine  Improvement Needed  Don't know

b. Provides appropriate leadership to the board

Outstanding  Very Good  Fine  Improvement Needed  Don't know

c. Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it

Outstanding  Very Good  Fine  Improvement Needed  Don't know

d. Sees that board committees are appropriately supported

Outstanding  Very Good  Fine  Improvement Needed  Don't know

e. Works with the board officers to ensure that the board is effective as a body and that recruitment, involvement and departures of individual board members are effective

Outstanding  Very Good  Fine  Improvement Needed  Don't know

f. Comments on relationship with Board of Trustees