

**COMMUNITY ACTION COMMITTEE OF PIKE COUNTY  
POLICY MANUAL  
941 Market St., Box 799, Piketon, OH 45661**

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<b>SUBJECT: EXECUTIVE DIRECTOR'S EVALUATION</b>	<b>SECTION: 03.04.10.01 PAGE: 1 of 1</b>
<b>EFFECTIVE DATE: March 27, 1980</b>	<b>SUPERCEDES:</b>
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**PURPOSE:**

To provide a method for formal evaluation of the Executive Director and his or her performance.

**POLICY:**

It is the policy of the Governing Board that the Board President and Personnel Committee conduct a performance evaluation of the Executive Director at least annually. The evaluation will follow a standard format and will become a part of the Executive Director's personnel record.

- A. The Executive Director will prepare a written self-evaluation using his/her job description as a guide. For each of the major responsibilities listed in the job description s/he will respond in the following manner:
1. Perceived areas of strength.
  2. Perceived areas for improvement.
  3. Significant accomplishments.
  4. Specific unmet expectations.

In addition the Executive Director will prepare a summary of observations as follows:

1. Strengths of his/her relationship with the Board.
  2. Limitations of or concerns about his/her relationship with the Board.
- B. The Board President and Personnel Committee will meet and prepare a report of their observations of the Executive Director's performance following the format described above.
- C. The Board President will call a meeting with the Executive Director and the Personnel Committee to discuss the two evaluations reports in detail. Minutes will be taken of the meeting to reflect the content of their mutual review.

**RESPONSIBILITIES:**

The Executive Director will be responsible for notifying the President of the Board of the need for a performance evaluation and preparing a self-evaluation as described in this policy.

The Board President will be responsible for calling the Personnel Committee together and assuring that the evaluation process is completed according to this policy.

