

## **Background**

The Board of the ESCE decided in the spring of 2000 to create the position of Executive Director (ED). The mandate and job description of the ED is found elsewhere in the Human Resources section of the Board's policy manual.

This policy deals with the process and forms for evaluation of the ED, which should occur six months after a successful candidate assumes the position, then typically on an annual basis.

## **Policy**

The purpose of the ED evaluation is to provide support and encouragement to the ED; to set and communicate the goals of the Board to the ED; and to provide feedback to the ED on the effectiveness of his/her work. In addition, the annual evaluation provides an opportunity for the Board to hear the ED's goals and areas of concern.

The ED evaluation will be overseen by a committee consisting of three Board members appointed by the Board, one of whom is a member of the Executive Committee.

## **Process**

- 1) The ED Evaluation Committee will contact representatives from ESCE committees, including the Development, Facilities, Long Range Planning, Finance and Transportation Committees. The Evaluation Committee will also contact Society staff and a member of the ECS administration, preferably the principal. Forms contained in this policy should be used during the evaluation interviews.
- 2) The ED will provide the Evaluation Committee with a self-evaluation, as well as goals for the next term. Prescribed forms are contained in this policy.
- 3) The collected information should be reviewed, compiled and summarized. While the areas to be evaluated/assessed are noted in this policy's forms, the evaluation must also be conducted with a view to the ED job description, which is contained elsewhere in the Human Resources section of the Board's policy manual. Areas to be assessed include development, public relations, communication, finance, maintenance, office management, office staff, personal work habits, leadership style, and how the ED supports ECS and Christian education.
- 4) The Evaluation Committee shall provide a summary of findings to the Board's Executive Committee for review and feedback. The Executive Committee will determine if Board and ED goals set in the last term were achieved and will look at

**ESCE BOARD POLICY**                      **5-1-1**  
**SECTION 5: HUMAN RESOURCES POLICIES**  
**Title: Executive Director Evaluation**

possible goals for the coming term.

- 5) The Evaluation Committee will revise the summary to ensure a fair and thorough evaluation.
- 6) A member of the Executive Committee and a member of the Evaluation Committee will review the evaluation with the ED and determine goals for the coming year.

**Form A – Executive Director Self Evaluation**

1. What are your areas of strength in this position?
2. What have been your achievements over this past term/year?
3. What areas need improvement?
4. What are your goals for the next term, and how will you achieve them?
5. Does the Executive Director job description accurately describe your role and responsibilities?

## **Form B - Evaluation of the Executive Director**

1. What are the Executive Director's areas of strength?
  
2. What have been the Executive Director's achievements this past term/year?
  
3. Do you have any suggestions for areas of improvement?
  
4. Any other comments?