



EXECUTIVE DIRECTOR EVALUATION PROCESS Policy No. 109

The Council approves the Ends (“do”) and Executive Limitations (“don’t”) policies related to evaluation on an annual basis according to the following:

1. Approval of report format used by Executive Director and timetable.
2. Approval of evaluation tool.
3. Executive Director reports at each Council meeting on progress with opportunity for questions, comments, and answers.
4. Clarification of expectations as needed, communication on what is happening, concerns and questions.
5. Annual summary report by the Executive Director at first quarterly meeting with opportunity for questions, clarification, and discussion by the Council.
6. Individual Council members and the Executive Director complete evaluation tool following third quarterly meeting.
7. Members submit forms to the Chair.
8. Chair compiles forms and prepares a report.
9. Chair meets with Executive Director for discussion.
10. Evaluation Report is prepared, including a compensation review.
11. Evaluation Report, including the Executive Director’s response and recommendations, including compensation, is submitted to the Council for acceptance at the fourth quarterly meeting.
12. Upon acceptance, personal development plan and corrective action, if any, is implemented over the subsequent year.
13. Clarification of “do” and “don’t” policies related to evaluation, are adopted by the Council for the following year.
14. Process begins again.

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