

**PRINCE WILLIAM SOUND
REGIONAL CITIZENS' ADVISORY COUNCIL**

**Executive Director Evaluation Process Work Group
Interim Report to EXCOM**

August 2, 2012

Committee Members

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City of Seldovia
City of Seward
City of Valdez
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Staff

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Executive Director
Director of Administration
Director of Programs

Issues to be addressed by the sub Committee

- Ownership and participation in the evaluation by the board
- Purpose of evaluation
- Administration of the evaluation
- Timing of the Evaluation
- Content and Format

Findings & recommendations

Ownership and participation

- The board, individually and as a whole, is responsible for a complete and objective annual evaluation of the Executive Director job performance and any resulting salary action.

Purpose of evaluation

- *Executive Director Evaluation Purpose Statement:*

The purpose of this evaluation is to assess the job performance of the Executive Director based on the detailed job description and annual performance expectations set forth by the Board of Directors, and should include:

- *Outlining items for potential improvement.*
- *Highlighting areas of specific accomplishment.*
- *Compensation change in light of performance and other mitigating factors.*

Administration of the evaluation

- The Executive Committee should develop and revise ED performance goals annually for consideration and acceptance approval by the full board
- The Board Secretary should own the process of collecting evaluation input, collating results, and keeping employer records of the annual ED evaluation process

- The Finance committee should prepare salary adjustment recommendations for consideration and acceptance by EXCOM and the full board

Timing of the evaluation

- The Executive Committee should complete their review and revision of ED performance goals by December and present the annual revision to the full board at the January board meeting.
- The evaluation form should be sent to the board no later than February first.
- The Secretary should collect and collate the forms no later than March first.
- A special meeting of the board should be held in March to discuss the appraisal with the ED.
- The Finance Committee should develop a recommended salary action no later than mid April.
- The board should act on the salary action as part of the budget process at the May meeting.

Content and Format

- The committee has yet to finalize its recommendation on content other than that the evaluation must relate to the job description and annual performance expectations in a format that will allow board participation.
- The initial recommendation is that a numeric rating be used for the written evaluation as below:

Performance will generally be characterized in terms of meeting or failing to meet board performance expectations on a scale of 1 to 5 as follows:

0-1 "Unsatisfactory" frequently fails to meet expectations

1-2 "Needs some improvement" occasionally fails to meet expectations

2-3 "Satisfactory" consistently meets expectations

3-4 "Very Good" occasionally exceeds expectations

4-5 "Excellent" consistently exceeds expectations.

- It is recommended that verbal or written comments be prepared by individual board members as they see fit and reserved for discussion with the group and ED at the special meeting.

Outstanding issues to be considered

- Actual content and form of the evaluation poll document.
- Possible use of the "360 Degree Evaluation" model for evaluating external relations.
- Possible use of the "Office Climate Survey" model for evaluating internal relations.

Action requested of EXCOM

The work group requests direction from EXCOM as to whether the outline presented above meets their goal for the revised ED evaluation procedure and is to be fleshed out for submittal to the board in a formal procedural document for full board consideration at the September 2012 meeting.