



NEW ENGLAND STATES  
GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

SUBJECT:	<b>EXECUTIVE DIRECTOR'S EVALUATION POLICY</b>
ADOPTED:	11/9/2017
AMENDED DATE:	June 8, 2018; June 7, 2019
REVIEW DATE:	June 7, 2019

I. **PURPOSE** – The New England States GFOA contracts with an individual to serve the role as the Executive Director for the organization. Given Board turnover, technology changes, and variances in planning for both the annual and spring training conference, it is vital for the Board to provide feedback to the Executive Director and the Executive Director to provide feedback to the Board through an evaluation process.

II. **Evaluation Process and Suggested Timeline**

- a. **Evaluation Subcommittee** – at the Board's June meeting, the President shall appoint a five member subcommittee which is made up of the current President; the immediate past President, who shall serve as the subcommittee chair; the first Vice-President; and two other Board members. The subcommittee shall caucus briefly at this meeting to review the evaluation form on file and update as needed.
- b. **Self-Evaluation** – it will be the Subcommittee Chair's responsibility to furnish the Executive Director with a copy of the evaluation form in order for a self-evaluation to be completed. During the self-evaluation phase, the Executive Director should be instructed to furnish any suggested future goals for the position or the Board; potential revisions to the scoring criteria; and/or any proposed amendments necessary to the Executive Director's Scope of Services Agreement. This phase of the process should be completed and returned to the Subcommittee Chair by the annual fall conference. It's at the Subcommittee Chair's discretion how this phase of the evaluation process is completed.
- c. **Board of Director's Feedback** – between the June Board meeting and the fall conference, the Subcommittee Chair should solicit feedback pertinent to the Executive Director's performance of services.
- d. **Drafting the Evaluation** – the Subcommittee should cull the feedback received from all parties and prepare a final evaluation working together via conference call or email. This phase should be completed on or before the Board's November meeting.
- e. **Final Evaluation** – either before or after the November Board meeting, the Subcommittee Chair and current President should arrange to meet in person with the Executive Director to review the final evaluation. Executed copies of the evaluation should be provided to the Secretary, current President, and the Executive Director.

It is the intent of the NESGFOA Board of Directors to review this policy annually and update as necessary.