

CHIEF EXECUTIVE PERFORMANCE REVIEW

(Adapted from the form recommended by the National Center for Non-Profit Boards.)

Part A: Organizational Responsibilities

1. Vision, Mission, & Strategy:

How satisfied are you that the Chief Executive has a clear understanding of the mission and strategy of the organization, and plays a key role in translating that mission into realistic action?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

2. Achievement of Results:

How satisfied are you that the Chief Executive has accomplished the objectives and priorities set by the Board for the performance period?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

3. People Management:

How satisfied are you that the Chief Executive has selected and developed qualified staff and built morale among staff, volunteers, and consumers?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

4. Program Management:

How satisfied are you that the Chief Executive has appropriate knowledge of the organization programs and services, and provides suitable oversight for the provision of high quality programs and services?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

5. Effectiveness in Fund Raising and Resource Development:

How satisfied are you that the Chief Executive is an effective fundraiser, working well with all constituencies and donors to generate needed resources for the fulfillment of the organization's mission?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

6. Fiscal Management:

How satisfied are you that the Chief Executive is knowledgeable regarding financial matters, and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptionally Satisfied Satisfied Very Unsatisfied Cannot Assess

Please Comment:

7. Operations Management:

How satisfied are you that the Chief Executive has assured that the organization has suitable systems, policies, and processes for: accounting and fund management, personnel management, office space, information technology, and risk management?

Exceptionally Satisfied Satisfied Very Unsatisfied Cannot Assess

Please Comment:

8. The Board / Staff Relationship:

How satisfied are you that the Chief Executive works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptionally Satisfied Satisfied Very Unsatisfied Cannot Assess

Please Comment:

9. External Liaisons and Public Image:

How satisfied are you that the Chief Executive maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents, consumers, and other relevant community organizations?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

10. Other Expectations:

How satisfied are you that the Chief Executive has responded appropriately to unanticipated or difficult situations, and to those specific challenges associated with the unique mission of this organization?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the Chief Executive as a leader?

Please Comment:

2. What are the areas in which the Chief Executive would most benefit from additional development of skills or knowledge?

Please Comment:

3. In what way does this Chief Executive make a unique contribution to the organization because of the person he/she is?

Please Comment:

Part C: Overall Assessment

Narrative Summary of Performance:

Affirmation of Strengths and Achievements:

Discussion of Gaps

Suggestions for Professional Development: