

**Overview:**

While this is a volunteer effort for the board of directors, it is John's full time job. When done well, it is a widely recognized best practice to conduct a feedback process. We all want to feel that the work we do matters and is noticed, that we have goals and know where to focus our time to achieve them. Feedback processes also provide us with input in salary discussions and decisions.

IMO the eval process is best designed when both parties have the opportunity for input. To that end we use 3 components for input:

- John's self assessment on a set of criteria
- Board members' assessment on the same criteria
- Qualitative input from outside partners

**Process:**

2019 we created a board evaluation - 16 questions driven directly from the ED job description. Arrived via a google form to all board members who then gave anonymous feedback. I tabulated the raw data into summary format and provided to the executive committee for review with the Board and with John.

16 of 19 BODs completing the survey for an 85% response rate from board members.

In addition, John completed a self assessment (same questions as the board, rating himself) which we compared to the board feedback. And Comparison of John's self evaluation to the board and qualitative feedback from 3 of CFCMs closest partners.

2020 no evaluation was performed

2021 reengaged the ED evaluation process using a similar process but with a shortened form - 10 questions – still driven off of John's original job description, but being a little pickier on questions of most strategic value/intent. Goal was to achieve 100% participation from the board with simplified process.

2022 conducted same ED evaluation process as was done in 2021.

2023 did not conduct spring evaluation process but rather recommended to executive committee that this process be moved/delayed to fall in order to best prioritize the focus of the Governance Committee. Goal was to allow committee to focus on recruitment and BOD evaluation in spring, and focus on performance appraisals and other governance issues in fall.

**Timing:**

- Review the forms annually to ensure all still relevant
- Send ED Performance Assessment questionnaire to BODs with a deadline of 2 weeks to reply. It will be in the form of a google form so that all responses are anonymous and automatically dump into a google sheet of raw data. It will come from a generic gmail with the name CFCM in the title – a follow up email from member of governance notifying BODs to look for it.
- Once the input form closes, governance committee will collate the feedback and prepare summary. The exec committee will use this as input for John's review.