

The Executive Director's performance evaluation consists of an annual appraisal by members of the Board of Directors along with feedback from ABA consumers in contact with the ABA office.

The purpose of the evaluation process is to maintain a strong Board/Director team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board and the ED.

The evaluation and review discussion is scheduled for December 13, 2022 during the scheduled Board meeting.

Attached please find your evaluation form, employee evaluation guidelines and evaluation process. Please rate the Executive Director in the areas provided. You may also provide narrative comments and/or additional information to be considered.

The overall rating must be consistent with the factor rating and comments, but there is no prescribed formula for computing the overall rating.

Rating System:

Outstanding- Performance significantly exceeds the Board's expectations due to the efforts and ability of the ED when considering the job in its entirety. Significantly above-standard performance may be exhibited by consistently completing assignments in advance of deadlines; implementing plans and/or procedures to increase efficiency or effectiveness of work; working independently with little direction; and consistently meeting Board's goals.

Above Average- Performance exceeds the Board's expectations due to the efforts and ability of the ED when considering the job in its entirety. Performance is beyond what is expected of an ED in this position.

Average- Performance meets the minimum expectations of the Board. The ED adequately performs the duties and responsibilities of the position.

Needs Improvement- The ED's performance fails to meet the Board's minimum expectations due to lack of effort and/or ability when considering the job in its entirety. Performance requires improvement in numerous and/or important aspects of the position.

Not Applicable- Rater is unable to assess the ED in this area or the area is not applicable to the employee's job at this time.

Evaluation Tool instructions:

To indicate the rating of any performance factor, an "X" mark should be placed in the appropriate rating column and in the "Overall Rating" Column on each page. Comments may be included and should include factual examples of work, especially well or poorly done along with suggestions as to how performance can be improved. Overall comments may consist of a summary of comments from specific categories, general comments, or comments on other job-related factors which the rater wishes to include.

Annual Evaluation Report

Name:

Job Title:

Evaluation Date:

<p>Please check appropriate box (<i>All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.</i>)</p>	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
1. Relationship with the Board					
Maintains respect and trust of the Board Members					
Provides Board with advice during consideration of issues					
Keeps Board informed of progress of programs on a regular basis					
Remains impartial and treats all Board Members in a professional manner					
Functions as effective liaison between Board and Board Staff					
Provides complete, clear and accurate reports, minutes, etc.					
Responds promptly to requests for information					
Is readily available to Board Members					
Responds to constructive suggestions or criticism in a professional manner					
Has the ability to guide and direct others.					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*

Annual Evaluation Report

Name: _____

Please check appropriate box (<i>All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.</i>)	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
2. Board Administrative Policies and Procedures					
Understands and complies with the overall policies, laws and regulations of the Board					
Represents the Board before the public					
Directs consumer outreach programs, supports/maintains website					
Direct liaison with educational institutions and providers					
Maintains positive working relationship with state agencies/programs					
Manages Board's public relations effort					
Solicits and gives attention to problems and opinions of all groups and individuals					
Implements Board policies					
Represents the Board before industry associations to provide information regarding laws, regulations, programs and policies					
Provides professional interactions with those contacting the ABA office					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*

Annual Evaluation Report

Name: _____

Please check appropriate box (<i>All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.</i>)	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
3. Board and Committee Meetings					
Support efforts leading toward successful accomplishment of goals					
Plans, organizes and directs Board administrative functions and staff					
Keeps the Board informed of issues, problems and accomplishments					
Facilitate Board and Sub-committee meetings; prepare agends, supporting documents and minutes in accordance with Nevada Open Meeting law.					
Promote Board activities and operations through various mediums					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*

Annual Evaluation Report

Name: _____

Please check appropriate box <i>(All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.)</i>	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
4. Law and Regulatory Compliance					
Ensures effective and efficient management of enforcement and licensing programs					
Keeps Board apprised of licensing and enforcement program and process developments					
Manages Board legislative program and efforts					
Oversee licensing functions: maintenance of electronic data collection systems and online applications					
Manage complaint and disciplinary action process					
Ensures compliance and enforcement of Board, state and federal policies and procedures and other administrative requirements.					
Identifies, recommends, and as directed, seeks changes to laws and regulations through Legislative process					
Manage Sunset Review Process					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*

Annual Evaluation Report

Name: _____

Please check appropriate box (<i>All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.</i>)	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
5. Budgeting and Financial Reporting					
Provides oversight, direction and management of the Board's annual budget, expenditures and revenue.					
Keeps Board apprised of budget developments					
Maintains records/documentation and provides reports per required timelines					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*

Annual Evaluation Report

Name: _____

Please check appropriate box (All characteristics may not apply. If a category cannot be rated objectively, please mark the "Not Applicable" box.)	Outstanding	Above Average	Average	Needs Improvement	Not Applicable
6. Personnel Administration					
Develops and executes sound personnel practices and procedures					
Provides education and training to Board members regarding their role and responsibilities					
Manages relationship with outside vendors providing support services as needed					
Provides oversight, direction and management of Board staff recruitment, development and performance					
Researches and follows sound personnel practices and procedures					
OVERALL RATING					

GENERAL COMMENTS: *Provide any additional comments related to performance in these areas.*