200 - ASSOCIATION EXECUTIVE DIRECTOR REVIEW

A. PURPOSE
The purpose of this association management review is to provide a formal, written review process to evaluate the job performance of the Executive Director of the association.

B. WHO
The current executive vice president will perform the review process. He/She may, at their sole discretion, perform this duty alone, or assign specific tasks to other officers, board members or committee chairs. In any case, the process will be under his/her authority and direction.

C. WHEN
The review process will take place annually, prior to the fall board meeting. All tasks must be completed prior to the board meeting and a formal, written report will be presented to the board by the executive vice president and entered into the minutes of the meeting as means of formal documentation.

D. PROCESS
1. A survey will be filled out by at least all HQ staff, current officers, and board of directors.
2. A follow-up phone call will be made to any individual marking “not acceptable” on any point in the survey. The purpose of that call will be to determine the exact nature and specific issues surrounding the negative response.
3. After all survey results are collected and tabulated, a meeting will be held with the executive vice president, president, executive director. This meeting should take place in person at a time and place convenient to all. Although less desirable, if circumstances will not allow for a personal meeting to take place, the meeting may take place via conference call. During this meeting, the survey results will be shared with the executive director and a list of action items will be developed to address any areas of unacceptable performance.
4. A formal written report (see attachment 200-A) of the meeting will be completed and presented to the officers and board of directors at the annually scheduled fall board meeting. A copy of the tabulated survey results will be attached to the report. Both the written report and survey results will be entered into the official board minutes.

NOTE: This review process is a RETA board function.
ATTACHMENT 200-A
ASSOCIATION EXECUTIVE DIRECTOR
ANNUAL PERFORMANCE REVIEW REPORT

Date of report: _______________________

Submitted by: ________________________________, Executive Vice President

EXECUTIVE DIRECTOR: ________________________________

1. Survey sent to HQ Staff, current officers, and board of directors.

2. Survey results collected and tabulated (see attachment 1.)

3. Meeting held: Date: _______________________  Place: _____________________________

   In attendance: ________________________________, RETA President

   ___________________________________________, RETA Exec. VP

   ___________________________________________, RETA Exec. Director

   ___________________________________________, RETA Staff

4. Items discussed at meeting:
   a. Survey results discussed
      i. Positive performance items:

         ii. Areas needing improvement

   b. Action Items discussed:
      i. Items for the Executive Director

         ii. Items for RETA

5. Motion items for board approval (if any):