

National Women's Health Network (NWHN)
Executive Director Evaluation

Purpose (*From Blue Avocado*)

- Provide experience and insight for guiding future evaluations of staff and organizational performance
- Spark discussions between the executive and the board
- Give the executive the opportunity reflect and learn
- Give board members the chance to reflect not only on the executive's performance but on the performance of the board and of the organization as a whole.
- Provide a basis for salary and fire/keep decisions,
- Lead to alignment and clarification of goals and expectations.

Goals (*From ARHP*)

- Assess employees' performance in light of NWHN's expectations and needs
- Evaluate employees' personal growth and discuss/establish personal professional development goals
- Provide positive feedback and feedback for professional growth
- Provide an opportunity for employees to discuss their needs in terms of supervision or support
- Review the employee's job description and revise it as necessary to reflect changes in content or level of responsibility

Process

Step	Who	What	When
Inform Board of Evaluation Criteria	Executive Director, Executive Committee	<ul style="list-style-type: none"> • Provide board members with the current job description and applicable annual goals • Provide brief training/orientation if needed for new board members 	June Board Meeting
Data Gathering	Executive Committee	Survey?	April
	Board of Directors	Survey	
	Executive Director	Self-Assessment Survey	
	Staff	Survey/Interview?	

	Outside Informants?	Survey/Interview?	
Analysis/ Discussion of data	Executive Committee	Executive Committee Meeting	May
Report	Executive Committee	Presentation of written evaluation report	June Board Meeting

Instruments/Documents

Surveys:

- Staff
- Board Members (including Executive Committee?)
- ED Self-Assessment
- Outside informants?

Report Template for Survey Data and Narrative?