

## SEMSWA Executive Director Performance Appraisal Process

One of the key responsibilities of the board of directors is to provide the executive director with a thorough performance appraisal on a regular basis. The performance appraisal process is part of performance management, which is one of the board's governance roles. The performance appraisal of the executive director is an opportunity for a process that allows the board and the executive director to improve communication and productivity in the organization. This process allows the board to:

- Formally review the accomplishments and challenges of the executive director
- Identify and address areas of concern
- Reach a decision regarding any salary and/or benefit increase
- Establish goals and action plans for the next appraisal period
- Provide clarity for all parties on the progress of the organization toward its mission

### Suggested Timeline

- April Board Meeting – Appraisal Process submitted to Board for review/approval. The Board to appoint an Appraisal Committee Chairperson and committee members. Set date in June for Appraisal Committee meeting.
- Informational packet sent to Appraisal Committee for review before the meeting.
- July Board Meeting – Executive Session for board discussion of performance appraisal.

### Appraisal Committee Packet

- Appraisal Committee meeting agenda
- Executive Director job description
- Hire date, salary history
- SEMSWA's Vision, Mission, Values
- Copy of the Annual Report
- Current year goals
- Suggested future goals