

Policy Number: 1108
Policy Title: Performance Evaluation of
Executive Director
Date Adopted: November 20, 2013

Purpose

To define the procedures used for the evaluation of the Executive Director.

Policy

The Executive Committee shall prepare an annual evaluation of the Executive Director using the following procedures.

Procedure

1. All discussions and materials related to the evaluation are considered confidential. Board discussions are held in closed meetings in accordance with the Virginia Freedom of Information Act.
2. In May, Board members receive a copy of the performance evaluation forms, including a self-assessment, the Executive Director's annual goals and objectives annotated to include accomplishments and other relevant material. The Board also receives an oral report from the Executive Director. Afterwards, without the Executive Director being present, Board members share their individual comments and evaluation of the Executive Director's performance.
3. In June, the Executive Committee, in conjunction with the Executive Director, prepares mutually agreed upon annual goals and objectives for the following fiscal year to be submitted to the Board for its approval and the County Executive for final approval.
4. No later than July 15, the Chairman prepares the written evaluation based on comments received from the full Board. The Chairman then submits it to the full Board for review and comment, and to the Executive Committee for final approval.
5. No later than July 31, the Chairman shares the written evaluation with the County Executive or the Deputy County Executive who signs the evaluation and records his comments.
6. The Board will receive a copy of the evaluation of the Executive Director as approved by the County Executive.

Approved


Secretary

November 20, 2013

Date

Policy Adopted: March 1995
Revision Adopted: April 26, 2000
Revision Adopted: May 23, 2001
Revision Adopted: May 25, 2005
Revision Adopted: January 28, 2009
Revision Adopted: February 25, 2009
Policy Readopted: November 20, 2013