**Performance Evaluation Procedures**

Background: The Juneau Community Foundation is committed to conducting evaluations of all employees and of the Board itself at least annually. The evaluations should not be viewed just as a requirement, but also as an opportunity to make changes to make operations more effective. Evaluations provide information as to where the employees and the Foundation are overall in regard to meeting their goals and objectives.

Executive Director Annual Review The Executive Director begins the annual review by submitting a self-evaluation to all board members by the end of July each year. The self-evaluation should address the responsibilities identified in the Executive Director Job Description, the board’s prior year action plan, and any other performance related issues the Executive Director wants considered. The Executive Committee of the board will then meet in executive session for evaluation of the Executive Director by the end of \_\_\_\_September of each year allowing every board member an opportunity to have input on the evaluation. There should be a discussion of Executive Director compensation package at this meeting (See: Juneau Community Foundation Compensation Policy).

The Executive Director evaluation should address the following areas: administration, staff supervision, outreach, donor cultivation, grant making, financial, communications, ability to handle position responsibilities, plan progress, future goals, as well as any other comments that may not seem to fit in one of these areas.

The evaluation result should be presented to the Executive Director by the board president and 1-2 other board members and be completed before the budget process for the following year begins. During this discussion, the Executive Director should be invited to give feedback on their experience working with the Board.

Staff evaluation The Executive Director is responsible for performance evaluation of other Foundation employees. Such evaluations shall be conducted at least annually and include a review of the board’s prior year action plan, goals, and achievements in comparison to expectations and job description. The evaluations for staff should be detailed and a tool for planning for the upcoming year’s goals and individual work plans. The Executive Director should assure there is time for reflection and staff input during the evaluation preparation and completion project. The staff should be invited to give feedback to the Executive Director on their experience working with the Board. The staff evaluations should be completed by the Executive Director, and the Board notified, that they are complete no later than \_\_\_\_by August 1 of each year.

Board evaluation The Board President shall initiate annually a review by the Board of its own performance. The evaluation includes a review of the board’s prior year action plan, goals and achievements of the Foundation Board of Directors in comparison to expectations. Board evaluation should be an open discussion format. This is a good opportunity for board members, without staff, to reflect on the progress made during the year on the goals of the action plan and the changing needs of the Foundation. This evaluation should not be a daunting task, but rather a tool to create a stronger board with more efficient processes and effective programs. The board evaluation meeting should be completed by the end of \_\_\_ July.