

Executive Director's Performance Evaluation

Council Member Survey

Introduction-

Every year, Council members need to review the Council Executive Director. The review starts with you filling out this survey. After you are done with the survey, the Executive Committee will add your answers to the other Council members' answers.

Then, the Executive Committee will write a letter to the Executive Director with the survey results and recommendations. The Council will have a chance to approve the letter before it is given to the Executive Director. The Executive Director gives their input and comments during the evaluation process too.

Think about your own experiences with the Executive Director in the last twelve months as you fill out the survey. Please give your survey to the Chair when you are done. If you need help to fill out the survey, please ask the Chair.

Do not discuss your survey with other members of the Council outside of an Executive session of the Council. Do not discuss this survey with people outside the Council.

Your feedback is very important.

If you mark "Exceeds Expectations or Needs Improvement" **on any question, you must indicate why in the comments area.**

If you have any questions about this survey, please contact the Council Chair.

Rating scale information:

Exceeds expectations means regularly goes above what you expect

Meets expectations means reliably performs the task.

Needs improvement means does not consistently meet requirements, needs substantial monitoring, needs coaching to satisfy the core job duty expectations.

I do not have enough information to form an opinion – there may be some questions where you do not have enough information to answer. That is okay.

There are four areas of the Executive Director job. The questions in this survey are setup to match these areas. The areas are:

- program management to support Council work and operations
- planning and reporting on the Five-Year Plan and workplan
- fiscal management to build and manage the budget of the Council
- leadership and public policy to change or support policies

1. The Executive Director talks about ideas and information in a way that I understand. This question impacts program management, planning and reporting, fiscal management and leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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2. The Executive Director asks Council members for input on Five Year Plan projects, budgets, policy, and DD Network efforts and Council member input is used in the work. This question impacts program management, planning and reporting, fiscal management and leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
-

3. The Executive Director gives the Council information about updates and action on the Five Year Plan during Council meetings. This question impacts program management, fiscal management and leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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4. The Executive Director understands the issues that impact people in Oregon with I/DD and their families. This question impacts program management, planning and reporting, and leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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5. The Executive Director supports and promotes the mission and vision of the Council. This question impacts program management and leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
-

6. Answer this question only if you are an Executive Committee member: The Executive Director gives ideas and helps the Executive Committee to develop agendas and action items. This question impacts program management.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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7. The Executive Director makes sure the Council and Committees have the information and materials they need to plan and make decisions. This question impacts program management.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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8. The Executive Director hires staff and makes sure the work of Council staff supports the Five-Year Plan. This question impacts program management.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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9. Makes sure the Five-Year Plan follows federal requirements and updates the plan, submits federal reporting, and the annual work plan. This question impacts program management.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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10. The Executive Director answers Council member questions about what is going on at the national level with intellectual/developmental disabilities (I/DD) services. This question impacts leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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11. Speaks as a leader of the Council to the elected leaders, agencies and the public. This question impacts leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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12. Shows policy leadership so that the Council’s mission and goals move forward. This question impacts leadership and public policy.

- Executive Director Exceeds Expectations
 - Executive Director Meets Expectations
 - Executive Director Needs Improvement
 - I do not have enough information to form an opinion
 - Comments _____
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13. Overall, I rate the Executive Director’s performance for the last 12 months as: (Provide comments to support your rating):

- Excellent
 - Good
 - Average
 - Fair
 - Poor
 - Comments to support why you feel this way:
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This form was reviewed and approved on [insert date] by the Oregon Council on Developmental Disabilities. The document shall be reviewed again on [insert date].