

# Executive Director's Performance Evaluation

## Council Member Survey

### Introduction-

Council members are asked to provide constructive feedback for the Executive Committee to use to develop recommendations for full Council consideration in their annual performance review.

This helps the Executive Director do their job well.

When the survey is completed, the Executive Committee will write a summary evaluation with recommendations and share the summary with the Council. The Council-approved evaluation will be shared with the Executive Director.

As you complete the survey, think about the past twelve months when answering these questions. Please send your completed survey by [insert date] to the [indicate person to send to], who will forward all completed surveys to the Executive Committee.

Do not discuss your survey with other members of the Council outside of an Executive session of the Developmental Disabilities Council (DDC).

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 Chair of the Executive Committee.

### Rating scale information:

**Exceeds expectations** means consistently exceeds expectations, consistently exceptions, is a model of excellence for others and materially advances the mission of the Council.

**Meets expectations** means reliably performs the job assigned, may have some documented impact beyond regularly assigned duties.

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

**Do not have enough information to form an opinion** – there may be some questions you find you cannot answer and that is ok.

There are letters at the end of each question. These letters represent the four categories of job duties on the Executive Director position description.

PM means project management.

PR means planning and reporting.

FM means fiscal management.

LPP means Leadership and Public Policy.

**1. Communicates ideas and information clearly in a way that is accessible and understandable by everyone (PM, PR, FM, and LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**2. Listens to Council members about state plan development and implementation, budgets, and policy) and understands the direction of the Council (PM, PR, FM, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**3. Proposes direction and assists the Executive Committee to develop agendas and action items (PM)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**4. Ensures the Council and Committees have information and materials needed for informed planning and decision making (PM)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
-

**5. Seeks the councils input on state plan implementation to include, projects and activities, budget/fiscal direction, public policy, and DD Network collaboration efforts. (PM, PR, FM, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**6. Provides the Council with information about developments, decisions, and action during regular Councils meeting. (PM, FM, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**7. Manages the development & implementation of the five-year plan. (PM, PR, FM)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**8. Hires and makes sure the work of other Council staff supports the five-year plan through their assigned duties. (PM)**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Do not have enough information to form an opinion

Comments \_\_\_\_\_

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**9. Supports and promotes the mission and values of the Council (PM, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**10. Knows what is going on nationally in the field of intellectual/developmental disabilities (I/DD) and stays up to date with this information (LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**11. Understands the issues that impact people in Oregon with I/DD and their families (PM, PR, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**12. Keeps Council members focused on the goals and objectives laid-out in the 5-Year State Plan (PM, PR, FM, LPP)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
- 

**13. Assures compliance with federal program requirements (to include: state plan and state plan updates, annual program performance reports, annual work plans). (PM)**

- Exceeds Expectations
  - Meets Expectations
  - Needs Improvement
  - Do not have enough information to form an opinion
  - Comments \_\_\_\_\_
-

**14. Represents the Council's interests to the Governor's office, Legislature, Congressional delegation, agencies, departments, and the public. (LPP)**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Do not have enough information to form an opinion

Comments \_\_\_\_\_  
\_\_\_\_\_

**15. Provides public policy leadership so that the Council's mission and goals are advanced. (LPP)**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Do not have enough information to form an opinion
- Comments \_\_\_\_\_

**16. 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:

\_\_\_\_\_  
\_\_\_\_\_

This form was reviewed and approved on [insert date] by the DDC. The document shall be reviewed again on [insert date].