

# Executive Director's Performance Evaluation

## Council Member Survey

### Final Discussion Draft

#### 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

## Survey Questions:

**1.** The Executive Director talks to me in a way that I understand.

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

**2.** The Executive Director explains information to the Council in a way that I understand.

- 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.

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

**4.** The Executive Director **asks** Council members for input on Five Year Plan projects

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

**5.** The Executive Director **uses** Council member input while making the Five-Year Plan projects

- Executive Director Exceeds Expectations
- Executive Director Meets Expectations

- Executive Director Needs Improvement
- I do not have enough information to form an opinion
- Comments: \_\_\_\_\_

**6. The Executive Director asks Council members for input on budgets**

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

**7. The Executive Director uses Council member input while making the budgets**

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

**8. The Executive Director asks Council members for input on DD Network efforts.**

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

Comments: \_\_\_\_\_

**9.** The Executive Director uses Council member input while making the DD Network efforts.

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

**10.** The Executive Director informs the Council on public policy items.

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

**11.** The Executive Director shows they understand the issues that impact people with I/DD and their families in Oregon.

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

**12.** The Executive Director **supports and promotes** the mission and vision of the Council.

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

**13.** The Executive Director makes sure the Council and Committees have information and materials they need to plan and make decisions.

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

**14.** The Executive Director hires staff and makes sure staff supports the Council.

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

**15.** The Executive Director answers Council member questions about what is going on with **national level** policies that impact people with I/DD.

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

**16.** \* The Executive Director represents the Council when speaking to elected leaders, agencies and the public.

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

**17.** Overall, I rate the Executive Director's performance for the last 12 months as:

[ADD RATING SCALE WITH EXPLANATIONS?]

**18.** Is there anything else you think is important to add? \_\_\_\_\_