

EVALUATION OF THE EXECUTIVE DIRECTOR
REVISED DRAFT, AUGUST, 2009

POLICY:

As required by the Terms and Conditions of the Employment Agreement between Sigma Tau Delta and its Executive Director, the Board conducts an annual evaluation of the performance of the Executive Director.

PROCEDURES:

- A. On or before June 15, the President of the Board of Directors will request the Executive Director to complete a written self-assessment, to be completed and forwarded to the President by July 15.
- B. By July 20, the President will invite all members of the Board of Directors (both voting and non-voting, elected and appointed, those currently serving and those whose terms have terminated at the conclusion of the previous convention) and employees of the Central Office to provide their assessments of the Executive Director's performance for the past year. To assist them in their evaluation, the President will forward the following materials to them:
 1. A copy of the Executive Director's job description;
 2. A copy of the Executive Director's self-assessment;
 3. A survey, approved by the Executive Committee, including both open-ended and quantifiable questions with regard to the Executive Director's primary functions;
 4. A brief statement, prepared by the Executive Director, summarizing current insurance coverage, contracts for managing Society finances, any recent and relevant audit results.
- C. Members of the Board of Directors and Central Office staff will complete and return their surveys to the President by August 15. All responses will be held in confidence; the President will not identify the sources of any particular responses or assessments.
- D. Based on the results of this survey, the President will prepare an evaluation of the Executive Director's job performance. The President will submit a draft of the written report to the Executive Director, who may, if he or she so chooses, suggest possible revisions and/or provide a written response to the review which will be appended to the final document. The President will then present the revised performance review and any response to the Executive Committee (as defined by the Society's Constitution, Article III. Officers) at or just prior to the fall Board meeting for their review.

- E. The Executive Committee will, based on this annual review and keeping the general financial well being of the Society in mind, recommend adjustments in the Executive Director's remuneration.

- F. A final draft of the review and any responses will then be prepared and signed by the President and the Executive Director, those signatures attesting that the procedures outlined above have been duly followed. The letter then becomes part of the Executive Director's permanent personnel file. The letter will remain confidential; it will not be circulated beyond the members of the Executive Committee charged with its review and approval.