

HEART OF MISSOURI UNITED WAY

POLICY AREA: Administration and Finance

POLICY: Executive Director Performance Evaluation

DATE: Approved by Board: February 19, 1992
Revised by Board: January 16, 2008

GUIDELINES:

The Heart of Missouri United Way as an accountable, non-profit community service organization strives continuously for new and better ways to improve lives and foster human dignity effectively and economically. It is recognized that United Way is a unique service organization in the complexity and scope of its supporters, beneficiaries, service providing agencies and governmental entities for which and from which United Way receives its ability to function effectively. In order to be effective as an organization United Way requires sound professional support, competent leadership and good management from our hired staff. The United Way Board of Directors demands a high level of performance especially from our Chief Professional Officer, the Executive Director.

ANNUAL EVALUATION AND CRITERIA:

In view of the above expectations and Board approved policies, the Executive Committee will conduct an annual performance evaluation of the Executive Director. If the committee deems appropriate, a performance evaluation may be done more often as necessary.

The evaluation and any salary determination will be done in view of the above expectations, a written job description, a written performance review (see Office/CPO Review.doc) and in consideration of competitive salaries for similar positions locally and nationally. Other factors deemed important to organizational effectiveness will be considered for performance review and/or compensation. These include the following:

- ◆ The size and complexity of the overall budget and financial structure in comparison with other service organizations.
- ◆ The number of United Way volunteers involved, trained and coordinated on an annual basis.
- ◆ The years of experience and tenure of the current Executive Director.
- ◆ The expectations of the Executive Director to maintain a community role and scope of effectiveness with a broad and diverse constituency.

PROCEDURE:

1. The standing president of the Board of Directors along with the Administration and Finance Committee will annually evaluate the performance of the Executive Director. The Administration and Finance Committee (AFC) will normally be composed of the current United Way officers and immediate past president. Other Board members may be appointed to this committee at the discretion of the standing President. The First Vice-President will serve as Chairperson of this committee and be the primary contact person for the Executive Director during the evaluation process.
2. The Executive Director will annually complete a written self-evaluation to be discussed and reviewed by the Administration and Finance Committee.
3. The First Vice President will share the evaluation and findings with the Executive Director. A summary of the evaluation as well as any performance goals/objectives will be provided in writing to the Executive Director.
4. Any specific performance goals and compensation adjustments must be presented and approved by the Executive Committee of the Board of Directors.
5. The performance evaluation will normally be conducted in the November-January timeframe. The actual dates for the performance evaluation steps (written self-evaluation, input/discussion with Board/community members, AFC discussion, summary meeting with the Executive Director, etc.) will normally be mutually agreed upon by the First Vice President and the Executive Director.
6. An historical notebook containing summary documents will be maintained by the standing First Vice-President and provided to the succeeding First Vice-President of United Way.