

# 2016 – 2017 Annual Performance Review for Executive Director

1 Overall Organizational Performance (4 is the highest)							
Answer Options	4	3	2	1	N/A	Response Count	
a	Works with the board and staff to develop strategies for achieving mission goals and financial viability.						
b	Appropriately provides both support and leadership to the board.						
c	Demonstrates quality of analysis and judgment related to progress, opportunities, and need for changes.						
d	Maintains and utilizes a working knowledge of significant developments and trends in the field.						
e	Builds respect and profile for the organization in its various constituencies. Supports the overall field/movement in which the organization works.						
f	Establishes ambitious goals for excellence. Impacts, initiates, maintains, and adapts programs with excellence and competency.						

**Comments for Overall Organizational Performance:**

2 Board of Directors (4 is the highest)						
Answer Options	4	3	2	1	Response Count	
a	With the board chair, officers, and committee chairs, appropriately involves/does not involve board members in decisions.					
b	Provides appropriate leadership to the board.					
c	Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it.					
d	Sees that board committees are appropriately supported.					
e	Works with the executive committee to ensure that the board is effective as a body and that recruitment, involvement and departures of individual board members are effective.					

**Comments for Board of Directors:**

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<b>3 Financial Sustainability and Mission Impact (4 is the highest)</b>						
	Answer Options	4	3	2	1	Response Count
<b>a</b>	Assures adequate control and accounting of all funds, including maintaining sound financial practices.					
<b>b</b>	Sees that programs and activities are developed, executed, modified and dismantled to maximize mission impact.					
<b>c</b>	Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.					
<b>d</b>	Sees that official records and documents are retained; sees to compliance with federal state and local regulations (examples: Form 990, payroll withholding).					
<b>e</b>	Develops realistic, ambitious plans for acquiring funds.					
<b>f</b>	Jointly with the executive committee, conducts official correspondence for the organization, and jointly with designated officers, executes legal documents appropriately.					
<b>g</b>	Successfully involves others in fundraising and in earned income generation.					
<b>h</b>	Establishes positive relationships with institutional funders such as foundations, government agencies, churches, corporations, and so forth.					
<b>i</b>	Establishes positive relationships with individual donors or contributors.					
<b>J</b>	Meets or exceeds Board approved annual financial budget expectations					

**Comments for Financial Sustainability and Mission Impact:**

<b>4 Community leadership (4 is the highest)</b>						
	Answer Options	4	3	2	1	Response Count
<b>a</b>	Serves as an effective spokesperson. Represents the organization well to its constituencies, including coalition members, other not for profits, business community, government agencies, elected officials, funders, and the general public.					
<b>b</b>	Establishes and makes use of working relationships with organizations and individuals in community coalitions.					
<b>c</b>	Contributes to increasing community capacity through resource sharing, infrastructure improvement, and skills building to focus on strengths and address community issues through measurable, sustainable goals.					

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- d Keeps the community informed utilizing multiple communication vehicles that are well developed such as website, Community Connector and Facebook.

**Comments for Community Leadership:**

Program Supervision and Administration (4 is the highest)						
5	Answer Options	1	2	3	4	Response Count
a	Successfully organizes, funds, convenes, and connects stakeholders for training, information sharing at the Annual Health and Human Services Summit					
b	Successfully adhered to program contract expectations, implementation standards and delivery models for the 2016 Collaborative Community Health Needs Assessment Volusia and Flagler					
c	Successfully adheres to program contract expectations, implementation standards and delivery models for the 2015 Community Agenda Snapshot					
d	Successfully staffs and supervises the convening of the Thrive by five collaborative					
e	Successfully adheres to program contract expectations, implementation standards and delivery models for the Reading Pals Evaluation Contract					
f	Successfully adheres to program contract expectations, implementation standards and delivery models for the Help Me Grow evaluation contract					
g	Successfully adheres to program contract expectations, implementation standards and/or delivery models for the Community Coalition Alliance contract, including implementing: Know the Law, Parents Who Host Lose the Most, Natural High, Friday Night Done Right, and Mental Health 1 <sup>st</sup> Aid.					
h	Successfully adheres to program contract expectations, implementation standards and delivery models for the Seminole Administrative Support contract					
i	Successfully recruits, educates, and engages One Voice for Volusia Coalition meetings attendees and sponsors.					

**Comments for Program Supervision and Administration**