

Montana Council on Developmental Disabilities
Policy # 4.3
ADOPTED June 19, 2008, Amended March 12, 2009

EXECUTIVE DIRECTOR JOB PERFORMANCE EVALUATION FORMAT

Executive Director Evaluation

Executive Director _____
Time Period Evaluation Covers: _____

Instructions for use of this document:

Each member of the Council shall provide a performance evaluation of the Executive Director as indicated by MCDD Policy.

Council members shall complete the evaluation tool following the last scheduled Council meeting each federal fiscal year.

Evaluation forms and stamped self-addressed envelopes will be provided to each council member. Members will submit their evaluation forms to the council chair who shall compile the information received and meet with the Executive Director to review the evaluation information.

Members are asked to send their completed evaluation form to the Chair by August 31.

Job Performance Evaluation Form for The MCDD Executive Director

Does the Executive Director operate within the annual budget as approved by Council?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director provide the necessary accommodations to give council members the opportunity to fully participate in council-related activities?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director chair council workgroups?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director hire and supervise staff to provide technical assistance and other support to the Council?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director obtain professional services to enable the Council to maintain good standing as a nonprofit corporation?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director ensure that the Council rather than the Executive Director assumes the policy-setting role where appropriate?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director comply with all applicable laws, statutes, rules and regulations?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director fulfill obligations delegated by the Council to the Executive Director (as described in policy 4.1)?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director speak on behalf of the Council or authorize staff or council members to do the same in accordance with the adopted positions of the Council?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director engage in advocacy activities that are in accordance with the adopted positions of the Council?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director develop and maintain effective working relationships with members of the media?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director serve as the representative from the Council to the National Association of Councils on Developmental Disabilities as well as other appropriate organizations?

Please circle appropriate answer. Yes No

Comments_____

Does the Executive Director provide information to policy makers on issues which impact people with developmental disabilities and/or their families?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director maintain effective partnerships with the Department of Public Health and Human Services and other organizations in order to support and promote the goals of the council's 5-year Plan of Action; decline involvement in those organizations which do not further the goals of the Plan?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director provide information and other assistance to council officers, committees, and workgroups?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director inform council members about pending deadlines and potential impacts of options being considered?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director contract with outside individuals and/or agencies to accomplish desired outcomes and performance targets?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director supervise staff activities to accomplish desired outcomes and performance targets?

Please circle appropriate answer. Yes No
Comments _____

Does the Executive Director provide timely intervention when contract compliance issues are discovered?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director meet deadlines established by the Council, and by state and federal entities?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director assure that the required federal report/s accurately reflect/s the activities of the Council?

Please circle appropriate answer. Yes No

Comments _____

Does the Executive Director keep council members well informed by providing reports which include, but are not limited to the following? Staff activities; Council budget; Contractor activities; Legislative and public policy matters; Progress of the 5-year Plan-of-Action implementation; Emerging issues; Other items as determined by the Council?

Please circle appropriate answer. Yes No

Comments _____

Your name: _____

Date: _____