

Attachment A

Executive Director Process

January 15 th	Executive Director self-evaluation sent to Board Members in narrative form
January 19 th	Evaluation sent to board members to be completed via Survey Monkey
January 22 th	Board member evaluations due (via Survey Monkey)
January 26 th	Evaluation scores and comments sent to the Board Chair by the Clerk of the Trust. Clerk provides the ED copies of the scoring and comments
January 27 th	Executive Director and Board Chair discuss the results and recommendations for the February meeting
February 1 st	Executive Director evaluation and recommendations placed on the February agenda
February 2 nd – 5 th	Executive Director and Board Member one-on-one meetings to discuss results (as needed)
February 8 th	Executive Director evaluation and recommendation discussed and approved at the regular Trust board meeting.