

Policy Number: 1108
Policy Title: Performance Evaluation of
Executive Director
Date Adopted: June 27, 2018

Purpose

The Board is required by Virginia Code §37.2-504(A)(B) to participate in the annual performance evaluation of the Executive Director. This policy defines the procedures used for the evaluation of the Executive Director.

Policy

The Board shall prepare an annual evaluation of the Executive Director using the following procedures.

Procedure

1. All discussions and materials related to the evaluation are considered confidential. Board discussions are held in closed meetings in accordance with the Virginia Freedom of Information Act.
2. In May, Board members receive a copy of the performance evaluation forms, including a self-assessment, the Executive Director's annual goals and objectives annotated to include accomplishments and other relevant material. The Board also receives an oral report from the Executive Director. Afterwards, without the Executive Director being present, Board members share their individual comments and evaluation of the Executive Director's performance.
3. The Board Chair prepares the written evaluation based on comments received from the full Board. The Chair then submits the written evaluation to the Executive Committee and then to the full Board for final approval in June.
4. In June, the Executive Committee, prepares its performance expectations of the Executive Director. The annual performance expectations will include:
 - a link to the CSB strategic plan,
 - mutually agreed upon special focus areas, including expected outcomes, for the coming fiscal year developed by the Executive Director, and
 - board specific expectations.
5. No later than June 30, the Chair shares the written evaluation with the County Executive or the Deputy County Executive.

Approved



Secretary

June 27, 2018

Date

Policy Adopted: March 1995
Revision Adopted: April 26, 2000
Revision Adopted: May 23, 2001
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