

# **Kings Community Action Organization Board Policy**

BP 2100

## **EVALUATION OF EXECUTIVE DIRECTOR**

### **CONFIDENTIALITY:**

The Executive Director is responsible to the KCAO Board of Directors and it is important that his/her personnel file remain confidential, and only accessible to the Board of Directors. Evaluations shall be placed in a sealed envelope within the Executive Directors personnel file and maintained by the Human Resources Department. The Administrative Services Director will allow only Board members and the Executive Director access to the file unless a court order requires its release to a third party. Whenever a file has been reviewed by a board member or Executive Director it will be resealed and signed by the board member who viewed the file. A log will be attached to the file and each time a document is added the date and document identification will be entered into the log (i.e.: "03-24-2011 – Annual Evaluation"). No items will be removed from the file without majority approval of the board.

### **EVALUATION PROCEDURE:**

The board shall complete an evaluation of the Executive Director after the first six months of his/her employment and annually thereafter. Evaluations will be individually completed by each board member using the standard evaluation form. Once the evaluations have been completed, each evaluation by individual board members shall be delivered to the Board Chairperson in a digital or hard copy format. The board maintains the discretion to utilize an independent third party entity to compile the individual scores from each board member. A copy of each evaluation will be given to the Executive Director and Executive Committee of the Board. The Executive Committee shall meet to review the evaluations and complete an "Evaluation Summary" form which must be approved by majority vote of the Board of Directors. The Evaluation form and Evaluation Summary forms will be developed and periodically revised by the board. The evaluation summary will be signed by the Executive Director and a copy placed in a sealed envelope in his/her personnel file. In the event the Executive Director refuses to sign the evaluation summary form the board chairperson shall indicate so on the form and place it in the personnel file without signature.

Form approved by Board: March 23, 2011

Revised by Board: April 20, 2022