



Executive Director Performance Review

Name: _____

Review Period: _____

Complete the following qualitative factors by rating each category with a 1, 2, or 3 rating. Any rating below 3 requires an explanation for identifying the basis for the rating.

1 = red or not meeting expectations

2 = yellow or concern with performance

3 = green or meeting expectations

1. Supporting the Board	
♦ Maintains environment that fosters quality working relations among board members	♦ Goes immediately and directly to the Board when he/she feels an honest, objective difference of opinion exists between him/her and any or all board members, in effort to resolve such differences promptly
♦ Is readily accessible to board members	♦ Maintains good working relationship with Board
♦ Keeps board members well informed regarding all events, initiatives and System operations	1. Supporting the Board Comments:
♦ Seeks and accepts constructive criticism of his/her work	
♦ Effectively develops, implements, and supports board policy	
♦ Accepts direction from the Board	
♦ Assists and supports board members in the execution of fiduciary responsibility	
♦ Remains impartial toward board members, treating all equally	
♦ Refrains from criticizing board members	

2. Organizational Development		3. System Objectives	
◆ Appropriately deploys executive staff	◆ Leads System in development and accomplishment of strategic/business planning initiatives and objectives		
◆ Recruits and maintains quality staff	◆ Includes any board directives or initiatives		
◆ Encourages teamwork among staff	3. System Objectives Comments:		
◆ Maintains high level of staff morale			
◆ Fosters effective operating systems and programs			
◆ Responds to changes of direction as events warrant			
◆ Supports adequate training and compensation levels for staff			
◆ Manages and maintains turnover at acceptable level			
2. Organizational Development Comments:			

The following quantitative factors include Board approved vital sign measures and expected outcomes. No individual ratings are necessary. Comments may be inserted as necessary by individual trustees.

	Target	Actual	Comment
Ongoing Quantitative Metrics			
A. Benefit Administration			
1. Benefit payments initiated on time and with accuracy	Pass/Fail		
2. Compliant with laws, regulations, policies	Pass/Fail		
3. Cybersecurity policy in place and up to date	Pass/Fail		
B. Financial/Audit			
1. Annual Report completed timely and with accuracy	Pass/Fail		
2. Popular Report completed timely and with accuracy	Pass/Fail		
3. Tax filings for all periods completed timely	Pass/Fail		
4. Clean audit opinion received	Pass/Fail		
5. Funded status	RYG		
C. Budget			
1. Actual vs. budget	RYG		
2. Cost per member analysis	Pass/Fail		
3. Staff turnover	?		

D. Communication			
1. New trustee onboarding	RYG		
2. Organizational satisfaction	RYG		
3. Member seminars, satisfaction	RYG		
4. Member interactions with staff, satisfaction	RYG		
E. Investments			
1. Total return vs. policy benchmark	RYG		
2. Current allocation vs. policy allocation	Pass/Fail		
3. Volatility (by period)	Pass/Fail		
4. Sharpe ratio (by period)	Pass/Fail		
5. Liquidity analysis	RYG		
F. Ongoing Qualitative Factors			
1. Supporting the Board	RYG		
2. Organizational development	RYG		
3. System objectives	RYG		
The overall rating will be calculated automatically using qualitative and quantitative factors.			
Overall Trustee Rating			