



Board and Executive Director Review  
Policy Adopted 10/19/18

Author: James Amadon, Executive Director

Description: The proposal is that we implement an annual review process for both the Board and the Executive Director.

Rationale: An annual review facilitates good communication and provides a helpful tool to assess performance, both at the corporate and individual level.

Stakeholders: This will affect the Board and James.

Goals: The goals for this proposal are:

1) Establish a helpful and regular process to assess the health and strength of the Board and Executive Director.

Main activities needed to enact the proposal: Board members need to agree on the process outlined below. Appropriate materials and instructions would then need to be distributed.

Specific proposal: That we adopt the following review process:

BOARD REVIEW TIMELINE

October – November: Board members submit self-assessments.

January Board Meeting: Collated results shared and action steps identified.

EXECUTIVE DIRECTOR REVIEW TIMELINE

October – November: Board members submit comments to Board Chair.

December: In-person, 60-90 minute review conducted by Board Chair at a least one other board member chosen by chair.

January: Written summary produced and shared with Board and Exec. Dir.

Forms and questions for both reviews to be taken from *Doing Good Better: How to be an Effective Board Member of a Nonprofit Organization* by Edgar Stoesz.

At the January board meeting, the process will be reviewed and amended as needed.

## Board Operations

### Board Calendar

#### 2020 Board Meeting Schedule

1. February Day-long Retreat
  - Look back at 2019
  - Working on 2020 Goals and Objectives
  - Possible location: New Earth Refuge retreat center near La Conner
  - Proposed Date: Feb. 15
2. April—3-hour meeting
  - 2020 progress check-in
3. July Overnight Retreat
  - Mid-year assessment and planning
  - Relationship building
  - Location: Camano Island—Ruebels have agreed to host
  - Proposed Dates: July 17-19
4. October—3-hour meeting
  - 2020 progress check-in
  - End of year planning
  - Preview of 2021