

## **STANDING COMMITTEE CHARTER**

### **EXECUTIVE DIRECTOR ASSESSMENT COMMITTEE**

The Executive Director Assessment Committee is responsible for the annual evaluation of the Executive Director's performance.

#### **ROLES AND RESPONSIBILITIES**

The President will chair the committee. Additional members will include the Past President, President-Elect, and at least two other board members chosen by the President.

#### **SCOPE**

The Committee will evaluate the Executive Director using the criteria established by the NCMA Board of Directors. A suggested template is at Attachment 1. Section 1, Performance Standards and Results are the minimum standards to be evaluated. They may be changed from time to time as the NCMA Board of Directors determines, considering input from the Executive Director.

The Committee may solicit input from other members of the Board, members of the Association and outside sources to ensure a fair and accurate process. The Committee will meet as needed during the program year in order that the final assessment can be presented to the ED before the end of each program year.

#### **SCHEDULE**

By August 1, the committee, with input from the Executive Director, will establish the performance goals for the current program year.

The Committee will provide the Executive Director with a mid-year assessment to determine progress made towards achieving goals and the need to modify/revise any goals.

The Committee will provide a final assessment, including recommendations for increased compensation and/or bonuses by mid-June, with salary adjustments effective on July 1.

The Committee will engage in continuous dialogue with the Executive Director.