

EASTERN OHIO EDUCATION ASSOCIATION

Executive Director -- Evaluation Form

Rating Scale

- | |
|---|
| 1 - Needs Improvement
2 - Meets Expectations
3 - Exceeds Expectations |
|---|

Rate each of the following performance areas using the rating scale above.

Please indicate specific concerns and recommended remedies when using a rating of 1.

- _____ 1. Preparing minutes of board meetings and representative assemblies.
- _____ 2. Maintaining financial records
- _____ 3. Compiling the membership list
- _____ 4. Notifying locals of their EOEAs delegate allotment
- _____ 5. Certifying delegates for the representative assemblies
- _____ 6. Completing requests and instructions of the EOEAs Directors and/or EOEAs President
- _____ 7. Providing records for the Board of Directors as requested
- _____ 8. Organizing Association sponsored events
- _____ 9. Organizing Representative Assemblies
- _____ 10. Reviewing the policy manual

Recommend for continued employment _____ YES _____ NO.