

[NAME OF ORGANIZATION]

ANNUAL EXECUTIVE DIRECTOR EVALUATION

Date:

	Outstanding	Highly Effective	Effective	Not Very Effective
Program Development and Delivery	5	4	3	2
a. Ensures that land trust has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.				
b. Provides leadership in developing program and organizational plans with land trust'S board of directors and staff				
c. Meets or exceeds program goals in quantity and quality				
d. Evaluates how well goals and objectives have been met				
e. Demonstrates quality of analysis and judgment in program planning, implementation, and evaluation				
f. Shows creativity and initiative in creating new programs				
g. Maintains and utilizes a working knowledge of significant developments and trends in the field of land conservation and implementation of <i>Land Trust Standards and Practices</i>				

Comments:

	Outstanding	Highly Effective	Effective	Not Very Effective
Administration and Human Resource Management	5	4	3	2
a. Divides and assigns work effectively, delegating appropriate levels of freedom and authority				
b. Establishes and makes use of an effective management team				
c. Maintains appropriate balance between administration and programs				
d. Ensures that job descriptions are developed, and that regular performance evaluations are held and documented				
e. Ensures compliance with personnel policies and state and federal regulations on workplaces and employment				

f. Recruits and retains a diverse staff				
g. Ensures that policies and procedures are in place to maximize volunteer involvement				
h. Ensures that staff receive training necessary to perform their duties and encourages professional development				
i. Maintains a working environment and organizational culture that attracts, keeps, and motivates a diverse staff of top quality people				

Comments:

	Outstanding	Highly Effective	Effective	Not Very Effective
Community Relations	5	4	3	2
a. Serves as an effective spokesperson for land trust; communicates land trust's programs and point of view to other organizations, local, state, and federal agencies, and to the general public.				
b. Establishes sound working relationships and cooperative arrangements with community groups and other environmental organizations.				

Comments:

	Outstanding	Highly Effective	Effective	Not Very Effective
Financial Management and Legal Compliance	5	4	3	2
a. Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices				
b. Works with the staff, Finance Committee, and the board in preparing a budget; ensures that the organization operates within budget guidelines.				
c. Maintains official records and documents, and ensures compliance with federal, state and local regulations and reporting requirements (such as annual information returns; payroll withholding and reporting, etc.)				
d. Executes legal documents appropriately				

e. Assures that funds are disbursed in accordance with contract requirements and donor designations				
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Comments:

	Outstanding	Highly Effective	Effective	Not Very Effective

Fundraising and Development	5	4	3	2
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a. Develops realistic, ambitious fundraising plans				
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b. Meets or exceeds revenue goals, ensuring that adequate funds are available to permit the organization to carry out its work				
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c. Successfully involves others in fundraising				
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d. Establishes positive relationships with government, foundation and corporate funders				
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e. Establishes positive relationships with individual donors				
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Comments:

	Outstanding	Highly Effective	Effective	Not Very Effective
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Board of Directors	5	4	3	2
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a. Works well with board officers				
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b. Provides appropriate, adequate, and timely information to the board				
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c. Provides support to board committees				
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d. Sees that the board is kept informed on the condition of the organization and all important factors influencing it.				
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e. Works effectively with the board as a whole				
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Comments:

Results	Excellent Results	Good Results	Average Results	Below Average Results
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in achieving the goals of land trust's strategic plan	5	4	3	2
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[LIST SPECIFIC GOALS/OBJECTIVES OF STRATEGIC PLAN OR ANNUAL WORKPLAN, AS APPROPRIATE]				

Comments:

Not at all Effective
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Not at all Effective
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Not at all Effective
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Not at all Effective
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Not at all Effective

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Not at all Effective

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Poor Results

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