



## Executive Director Performance Evaluation Policy

Governance Section: Governance

Revision Date: 4/22/2021

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### Purpose

To establish a policy and procedures for evaluation of the Executive Director's performance.

### Authority

1. Interlocal Agreement, Section 6 (Board shall engage an Executive Director); and
2. Bylaws, Sections 34 (The Executive Committee shall evaluate the performance of the Executive Director).

### Policy Statement

1. Importance of evaluating the Executive Director's performance:
  - a. The Executive Director is the Chief Executive Officer of the pool.
  - b. As the Chief Executive Officer, the Executive Director's performance is closely related to the success of WSTIP.
  - c. Therefore, hiring and evaluating the Executive Director's performance, as well as ensuring they have the necessary support, are some of the Executive Committee's most important tasks.
2. Performance evaluation philosophy:
  - a. Performance evaluations should be designed to provide a tool for communication between the Executive Committee and the Executive Director and, as such, they are for the benefit of both parties. The Executive Director needs to know if they are meeting the objectives of the organization. The Executive Committee needs to know if WSTIP is providing adequate support to ensure the best chance for the Executive Director to be successful in this important role.
  - b. Performance evaluations should be based on objectives and goals established before the performance period rather than on standards the Executive Director was not reasonably aware of prior to the evaluation.
  - c. While the Executive Committee is responsible for the Executive Director's evaluation, it is critical that Board input be considered.
3. Process of evaluation:
  - a. No less than annually, WSTIP's President will place on an Executive Committee meeting agenda the topic of Executive Director's performance evaluation. The initial discussion will concern the process of evaluation, set a timetable for completion, and whether a sub-committee of the Executive Committee shall be appointed to handle the evaluation process between Executive Committee meetings. The General Counsel will be available to assist as needed.
  - b. The process will include a determination whether an evaluation of pay and benefits for the Executive Director is needed.
  - c. Although the Executive Committee is to evaluate the Executive Director in accordance with the Bylaws, the Board will be made aware of the results of the evaluation. It is anticipated that Executive Sessions will be necessary as allowed under RCW 42.30, the Open Public Meetings Act, though not all discussions may qualify for an executive session.

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- d. Those involved in the evaluation process should keep in mind that records prepared or used during the process are subject to a public records request under RCW 42.56, the Public Records Act.
- e. The evaluation process will include goals for the next evaluation period and the opportunity for the Executive Director to discuss those goals with the Executive Committee to help ensure clarity.
- f. The Executive Director at any time may inquire of the Executive Committee whether their performance is adequate without waiting for the annual review, and the Executive Committee may provide interim evaluation of the Executive Director at its discretion.

### Amendment

This policy may be amended by the Executive Committee.

### Policy History

This is a new policy.

### Repealer

Not applicable.

Passed by the Executive Committee April 22, 2021.

Attest:

Approved as to form:

DocuSigned by:  
*Danette Brannin*  
B52B1320C07A4F1...  
Danette Brannin, President

DocuSigned by:  
*Scott Deutsch*  
12966B744B7B48B...  
Scott Deutsch, Secretary

DocuSigned by:  
*Richard L. Hughes*  
8788AFB752304CC...  
Richard L. Hughes, General Counsel