

POTENTIAL PROCESS FOR EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW 2024 WITHOUT STAFF CLIMATE ASSESSMENTS:

Tasks	Time to Completion	Responsible Party
Executive Committee meeting to approve process with any recommendations for changes from previous evaluations and timeline (public meeting)	One Day (April 10, 2024)	Executive Committee
Make any suggested modifications to the board surveys (if needed)	One week (Goal: By April 17 th)	Tina/Maria Roberts
Send board evaluations out via SurveyMonkey to board members	One Day (Goal: April 24 th)	Tina
Board evaluations completed	Two Weeks (Goal: By May 8 th)	Board Members
Work with HR to compile board survey results	Three Weeks (Goal: By May 29 th)	Tina/Maria Roberts
Publish agenda for June 10 th Executive Committee meeting with all materials	One Day (Goal: By June 3 rd)	Tina
Whit meet with Executive Committee for results and recommendations (public meeting)	One Day (June 10 th before regular board meeting)	Executive Committee
Executive Committee announce results and make recommendation to the full board	One Day (July 10 th board meeting)	Forward Pinellas Board

The board member evaluations will be completed in SurveyMonkey again this year. The board survey questions from the prior year are attached for modifying as deemed appropriate.