

REPORT OF THE TASK FORCE ON THE ANNUAL BOARD AND EXECUTIVE DIRECTOR EVALUATION

SUMMARY OF REQUEST

This is a summary of the actions to date of the Board task force assigned to review and suggest revisions to the annual Board and Executive Director Evaluations.

HISTORICAL PERSPECTIVE

At the July 2008 Board meeting, members expressed a need to review and possibly revise the annual Board and Executive Director Evaluation process. The Board president appointed a 2 member task force to address the evaluation process.

ACTIONS TO DATE

On February 27, 2009, Linda Rounds, Patti Clapp, and Kristin Benton met via teleconference to review the current evaluation process and discuss possible revisions. Attached for review is the Executive Director Evaluation Form.

TASK FORCE RECOMMENDATIONS

1. Make the suggested editorial revisions to replace "BNE" with "BON" and change language to reflect inclusion of LVNs and vocational nursing education.
2. Request the Executive Director to submit the self-evaluation prior to June 1st in order to allow Board members to consider it while completing the ED evaluation.
3. The Board president and vice president will discuss the results of the annual Executive Director evaluation with the ED.
4. Review the content of and make further revisions to the annual Board and Executive Director evaluation items during the next Board retreat.

RECOMMENDATION:

Move to adopt the recommendations proposed by the Task Force on the Annual Board and Executive Director Evaluations and direct staff to incorporate into board policy manual.

BOARD of NURSINGE EXAMINERS

Procedure for Evaluation of Executive Director

One of the Board's most significant responsibilities is to support the Executive Director and review his/her performance.

The Executive Director's performance review, which shall be conducted annually, is viewed as a mutually beneficial activity for the Board and for the Executive Director. This evaluation serves as a means to focus on the accomplishments of the Executive Director as well as areas for improvement regarding the Executive Director's performance, and to identify future needs of the Board.

The following sections describe in detail the process and tools to be used for the Executive Director's performance evaluation.

Position Description

The position description describes the responsibility of the Executive Director and becomes part of the performance evaluation process. The Executive Director's evaluation will include how well the Executive Director has met the goals in relation to the position description.

Board Policies

Non-violation of the Board's policies on Board-Executive Director Relationships, Executive Limitations, and achievement of the Ends/Goals/Results policies are integral components of the Executive Director's evaluation. Organizational performance and Executive Director performance are the same.

Executive Director Self-Evaluation

The Executive Director will develop a statement of accomplishments and future goals to submit prior to the performance appraisal, including identifying areas for self improvement.

Timing and Process

April: The president designates the Board member responsible for coordinating the evaluation process. Evaluation forms are distributed to each Board member for their individual responses and returned to the designated member responsible for coordinating the evaluation.

[May: The Executive Director will develop a self-evaluation statement and submit to the Board members prior to June 1st.](#)

June: The member responsible for coordination will compile the composite data on the Board and ED evaluation.

~~[The Executive Director will develop a self-evaluation statement and submit to the Board members prior to the July meeting.](#)~~

July: The Board member responsible for coordination presents the data to the full Board in Executive Session to reach consensus on the final evaluation. The [Board president and vice president will discuss results of the](#) performance assessment ~~is discussed~~ with the Executive Director in an Executive Session of the Board.

The final performance review and any supporting documents are then placed in the executive director's personnel file.

Adopted January 11, 1995
Edited February 13, 1995
Edited May, 1997
Edited March, 1998
Revised November, 1998
[Revised March, 2009](#)

**I.
EVALUATION of EXECUTIVE DIRECTOR**

Evaluation of Executive Director in relation to Position Description, Board policies on Board-Executive Director Relationship, Executive Limitations, and Board Ends policies. From your perspective, how accurate are the following statements. Please respond on a scale of 6 to 1 with 6 being "very accurate"; 1 being "not at all accurate".

General Responsibilities, The Executive Director:

6	5	4	3	2	1	Facilitates implementation of the NPA, rules and regulations and the Board's mission, goals and policy initiatives.
6	5	4	3	2	1	Recommends, participates in and supports the Board's formulation of the mission, philosophy, strategic plan and related policies.
6	5	4	3	2	1	Plans, organizes, coordinates, controls, directs, and evaluates programs, activities, and staff of the BON.
6	5	4	3	2	1	Provides leadership which guides the development of BON programs and policies as related to the mission, philosophy and goals.
6	5	4	3	2	1	Supports the Board members in their governance role.
6	5	4	3	2	1	Enhances communications with customers - the Board, staff, and external customers.

Specific Responsibilities: *Within the framework of the NPA, rules and regulations, bylaws, policies and strategic plan, the executive director:*

6	5	4	3	2	1	Ensures that professional nursing education programs at the entry and advanced practice level meet established standards.
6	5	4	3	2	1	Ensures that all applicants for licensure and/or certification meet eligibility requirements and are issued licenses in a timely and cost effective manner.
6	5	4	3	2	1	Protects the public by requiring licensed individuals and those seeking licensure to adhere to the Board's standards of competency, ethics and safety.
6	5	4	3	2	1	Ensures that rules and regulations pertaining to professional <u>and vocational</u> nursing reflect current educational standards, practices, and trends in the delivery of health care services.
6	5	4	3	2	1	Promotes the professional competence of <u>LVNs and</u> RNs within their appropriate scope of practice.
6	5	4	3	2	1	Ensures that the members of the BON are appropriately informed to make decisions regarding BON budget and policy.
6	5	4	3	2	1	Promotes effective working relationships among the Board members.
6	5	4	3	2	1	Ensures that the agency strategic plan is developed, implemented in a timely manner, and periodically evaluated and updated.
6	5	4	3	2	1	Develops and maintains effective working relationships with relevant governmental entities, state agencies, related health care organizations, and other pertinent groups.

6	5	4	3	2	1	Ensures agency compliance with all applicable state and federal laws, policies, and procedures.
6	5	4	3	2	1	Conducts all BON operations in and ethical, effective and efficient manner.
6	5	4	3	2	1	Ensures that the agency fosters cooperative, open decision making processes that result in quality outcomes.
6	5	4	3	2	1	Ensures appropriate acquisition, effective utilization, protection of the agency's resources and assets in support of the agency's mission and philosophy.

Budget & Fiscal. *With respect to the financial operations of the Board, the ED may not jeopardize the financial stability of the agency.*

6	5	4	3	2	1	Spends within the limits of appropriated funds.
6	5	4	3	2	1	Settles debts in a timely manner.
6	5	4	3	2	1	Expenditures are consistent with Board priorities.
6	5	4	3	2	1	Complies with state laws and oversight agency rules and regulations.

Non Violations of Executive Limitations. *With respect to the treatment of staff, the Executive Director must assure that the employees receive fair, equitable and humane treatment. Accordingly, the ED must:*

6	5	4	3	2	1	Adheres to all federal/state laws and rules and regulations related to personnel matters.
6	5	4	3	2	1	Assures the dignity, safety, and right to file grievance of employees.

6 5 4 3 2 1

Assures that employees are evaluated only on job or job-related performance.

6 5 4 3 2 1

Operates with personnel policies/ procedures known and available to employees.

II.
General Assessment

What do you see as strengths/successes in her performance?

What do you identify as areas you see for improvement?