**ASPAN Leadership Performance Evaluation for Nonprofit CEO**

For the following questions, please rate the CEO's job performance for the past year   
using the performance rating scales below:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Achievement of ASPAN Goals from last review period.** | | | | | | | | | | | |
| Description of Goal | | | | Exceeded Expectations  2 points | | Met Expectations  1 point | | | Needs Improvement  0 points | | |
| Goal 1: | | | |  | |  | | |  | | |
| Goal 2: | | | |  | |  | | |  | | |
| Goal 3: | | | |  | |  | | |  | | |
| Goal 4: | | | |  | |  | | |  | | |
| Comments: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 2: Leadership** | | | | | | | | | | | |
| Please rate the CEO’s mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership. | | Exceptional  2 points | Good  1 point | | Improvement Needed  0 point | | | Unacceptable  -1 point | | Don’t Know | |
| **Modeling Core Values:**   * Clearly articulates and models the organization’s values and mission to all of the organization’s stakeholders (members, staff, representatives, professional and social communities) | |  |  | |  | | |  | |  | |
| * Leads the National Office staff in maintaining a climate of excellence, accountability and respect | |  |  | |  | | |  | |  | |
| **Vision:**   * Shares and supports the vision for ASPAN inspiring visionary thinking and action in stakeholders consistent with the mission | |  |  | |  | | |  | |  | |
| **Continuous Improvement:**   * Seeks, evaluates, and acts upon opportunities for innovation to change, grow and improve the organization in support of its mission | |  |  | |  | | |  | |  | |
| **Empowering Others:**   * Empowers the Board of Directors and National Office Staff through the sharing of information and authority | |  |  | |  | | |  | |  | |
| * Develops leadership skills in the National Office staff through the delegation and sharing of management and decision-making responsibilities | |  |  | |  | | |  | |  | |
| * Inspires others by recognizing and appreciating individual excellence across the organization | |  |  | |  | | |  | |  | |
| **Community Leadership:**   * Identifies, develops, and maintains key relationships in the professional and social communities necessary to support an effective organization | |  |  | |  | | |  | |  | |
| Leadership Comments: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 3: Management Performance** | | | | | | | | | | | |
| Please rate the CEO’s performance in the following management areas of human resources, financial, philanthropy/fund development and governance: | | Exceptional | Good | | Needs Improvement | | Unacceptable | | | Don’t Know | |
| **Human Resources:**   * Recruits, develops and retains a capable National Office staff, managing its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews | |  |  | |  | |  | | |  | |
| * Supports the development and retention of the membership as necessary to achieve the organization’s mission | |  |  | |  | |  | | |  | |
| **Finance:**   * Works with the staff, finance committee chair and the Board of Directors to prepare budgets, monitor progress, and initiate changes in a timely and transparent manner | |  |  | |  | |  | | |  | |
| * Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws | |  |  | |  | |  | | |  | |
| **Philanthropy and Fund Development:**   * / With support of the Board of Directors acts to develop, implement and monitor a realistic, ambitious fundraising plan that includes funding from grants, corporations or sponsorships, special events, and individual and major donors | |  |  | |  | |  | | |  | |
| * Establishes positive relationships with institutional funders including major donors, government agencies, foundations, and corporations | |  |  | |  | |  | | |  | |
| * Participates actively in identifying, cultivating and soliciting donor prospects | |  |  | |  | |  | | |  | |
| * Provides timely recognition of all contributions and grants received | |  |  | |  | |  | | |  | |
| **Governance:**   * Works with the Board of Directors to further develop strategies for achieving the mission, goals and financial viability of the organization | |  |  | |  | |  | | |  | |
| * Provides suitable and timely information to the Board of Directors about key issues for discussion, analysis and decision making that allows the Board to set the agenda and focus of meetings | |  |  | |  | |  | | |  | |
| Comments: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 4: Goals for the next review period** | | | | | | | | | | | |
| Goal 1 |  | | | | | | | | | | |
| Goal 2 | “ “ | | | | | | | | | | |
| Goal 3 | “ “ | | | | | | | | | | |
| Goal 4 | “ “ | | | | | | | | | | |
| Goal 5 |  | | | | | | | | | | |
| Comments: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 5: Performance Improvement Plan**  *Outline any areas where the CEO needs improvement to reach higher levels of performance.* | | | | | | | | | | |
| --- | | | | | | | | | | |
| **Section 6: Development Plan**  *Outline training/development that will enhance CEO’s contribution to the organization. Also specify areas of support and action that the Board can do to help the CEO.* | | | | | | | | | | |
| --- | | | | | | | | | | |
| Other Comments: | | | | | | | | | | |
|  | | | | | | | | | | |

This form was completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your specific feedback will only be seen by the compensation committee. The committee will synthesize all feedback and share a form that reflects the aggregate (not individual data) with the person being evaluated.