

**Performance Evaluation for President/CEO
Surprise Regional Chamber of Commerce**

Please rank on the following scale:
Exceeds Expectations (**Exceeds**), Meets Expectations (**Meets**), Does Not Meet (**DNM**) Expectations

I. Financial

<i>How satisfied are you that the President-CEO:</i>	Exceeds (3)	Meets (2)	DNM (1)	Comments
Effectively oversees and manages the fiscal resources of the organization				
Prepares the annual operating budget with line-item identification of expenses and income for all activities of the Chamber and its related projects				
Ensures the preparation of accurate, timely, monthly and yearly financial statements with detailed information relating to departments, programs and prospective local and regional activities				
Has a working knowledge of accounting and finance as they relate to the fiscal and financial obligations of the organization, internal accounting controls and financial analysis of revenues and expenditures				

II. Membership Management and Growth

<i>How satisfied are you that the President-CEO:</i>	<i>Exceeds</i>	<i>Meets</i>	<i>DNM</i>	<i>Comments</i>
Oversees membership programs to ensure necessary growth in income and services for the operation of the Chamber				
Directs all membership solicitation efforts including solicitation and orientation of new members and the retention of current memberships				
Carries the ongoing responsibilities for maintaining a dialogue with membership to discuss organizational direction and purpose				
Works with state, federal, city, and county elected officials to communicate and advocate for the needs of the community and Chamber members				

III. Relationship with Board

<i>How satisfied are you that the President-CEO:</i>	<i>Exceeds</i>	<i>Meets</i>	<i>DNM</i>	<i>Comments</i>
Works with Board to establish and implement the corporate mission, vision and goals				
Assists the Board in the development of policy as required				
Carries the responsibility for the execution of policies adopted by the Board				

With the Board Chair, provides support for meeting notices, agendas, and minutes of the Board and Executive Committee meetings				
Advises the Board on all matters under consideration, and provides information, data and special reports as directed by the Chamber's Program of Work				
Effectively represents the Board in contact with the membership, public agencies and officials, various organizations and groups, and with the general public				

IV. Oversight and Supervision of Staff and Volunteers

<i>How satisfied are you that the President-CEO:</i>	<i>Exceeds</i>	<i>Meets</i>	<i>DNM</i>	<i>Comments</i>
Develops an appropriate staff, assign functions, defines lines of authority and responsibility and sets up an efficient system of operation				
Encourages employees to speak freely about their concerns and share their ideas about ways to keep employee morale high.				
Assures staff has adequate training, supervision, and regular performance evaluations				

V. Relationship with Public

<i>How satisfied are you that the President-CEO:</i>	<i>Exceeds</i>	<i>Meets</i>	<i>DNM</i>	<i>Comments</i>
Effectively represents the Board in contact with the public agencies and officials, various organizations and groups, and with the general public				
Works to establish and maintain strong working relationships with state and local government employees. Presents ideas effectively, verbally and in writing				
Demonstrates knowledge of state and local government operations including the various legislative processes				
<i>Overall rating of the President-CEO:</i>	<i>Exceeds (60)</i>	<i>Meets (59-40)</i>	<i>DNM (39-20)</i>	<i>Comments</i>
Rater:				

Note: The plan is to have the President/CEO complete the evaluation on himself. The Board would complete one evaluation as a Board composite. The Board representative(s) would then meet with the President/CEO to complete a performance evaluation discussion.