PRESIDENT PERFORMANCE EVALUATION GUIDELINES

POLICY

The President of the Modesto Chamber of Commerce will have his/her performance evaluated annually on the anniversary date of his/her employment.

PURPOSE

The purpose of the evaluation is to provide a systematic annual review of the performance of the President.

PROCESS

The evaluation process will be coordinated by the Chairman of the Board who will solicit input from members of the Chamber’s Executive Committee. The process will consist of written evaluations by Executive Committee members, a discussion involving the President and selected members of the Executive Committee, and a final written evaluation by the Chairman of the Board.

The evaluation process should consist of the following steps:

The Chairman of the Board will meet with the President to explain the evaluation process and answer questions.

The Chairman of the Board will distribute evaluation forms (Attachment A) to the Executive Committee who will respond back to the Chairman within two weeks. Confidentiality of the authors shall be maintained, but their comments will be retyped and shared with the President.

The Chairman of the Board will consolidate the comments received from the Executive Committee and schedule a meeting between the President and a small group of Executive Committee members. If possible, the consolidated comments should be presented to the President prior to the meeting.

The Chairman of the Board will prepare and present to the President for his review, a final performance evaluation along with the comments and ratings of the Executive Committee.

Within five days, the Chairman of the Board and President will meet to discuss the results of the evaluation. The President may add his/her comments to the evaluation, if desired.

Salary review will be done on or about October 1 year and will be effective on January 1.
ATTACHMENT A

PRESIDENT’S PERFORMANCE EVALUATION

Please rate the President/CEO in the areas listed below based on the following scale:

5  Excellent
4  Very Good
3  Average
2  Needs Improvement
1  Poor

_____ Sound management and financial procedures are in place.
_____ Members are receiving outstanding service.
_____ Relations with the Board.
_____ Relations with the staff.
_____ Business plan is being implemented.
_____ Membership goals are being met.
_____ Economic development goals are being met.
_____ Ability to work with others.
_____ Ability to communicate with membership.
_____ Planning and goal setting.
_____ Initiative/originator of ideas, programs.
_____ Leadership skills.
_____ Knowledge of national Chamber trends.
_____ Represents the Chamber appropriately.
_____ Personal appearance.
Areas of weakness: Describe areas of weaknesses of President.

__________________________________________________________________________

__________________________________________________________________________

Areas of strength: Describe areas of strength of the President.

__________________________________________________________________________

__________________________________________________________________________

Overall assessment of President’s performance: Please rate the President’s overall performance based on the following scale:

5  Excellent
4  Very Good
3  Average
2  Needs Improvement
1  Poor

Overall Rating: _____

Comments: ________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
ATTACHMENT B

PRESIDENT’S SALARY INCREASE GUIDELINES

POLICY

The President of the Modesto Chamber of Commerce will be eligible to receive a salary increase effective January 1 of each year.

PURPOSE

The purpose of these guidelines is to provide a systematic review of the President’s salary.

PROCESS

A salary review of the President will be coordinated by the Chairman of the Board of the Modesto Chamber of Commerce. Consideration will be given to the following factors in determining the amount of increase, if any, to be granted:

- Market average for similar positions in peer organizations.
- Current performance evaluation of the President.
- Changes in the Consumer Price Index.

The Chairman of the Board will provide the President with a letter documenting the amount of salary increase. If no increase is granted, this will also be communicated to the President in writing.