CASA of Marion County
**Executive Director Evaluation Form**

**Process:** Annually, the Executive Director should be given a formal evaluation from the Juvenile Court Judge of Marion County or the Court Administrator. The evaluator can seek information from CASA volunteers, other CASA staff or court employees. The Executive Director should be given a chance to respond to the evaluation.. Once completed, the form will be kept in the Executive Directors personnel file.

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| **OVERALL ORGANIZATION PERFORMANCE** | OUTSTANDING | GOOD | NEEDS IMPROVEMENT |
| Works with the courthouse staff to develop strategies for achieving mission goals and financial viability. |  |  |  |
| Appropriately provides both support and leadership to volunteers. |  |  |  |
| Demonstrates quality of analysis and judgement related to progress and opportunities, and need for changes. |  |  |  |
| Maintains and utilizes a working knowledge of significant developments and trends in the field. |  |  |  |
| Builds respect and profile for the organization in its various constituencies. Supports the overall field/movement in which the organization works. |  |  |  |
| Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact. |  |  |  |
| Comments on overall organizational performance: |  |  |  |

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| **COMMUNITY LEADERSHIP** | OUTSTANDING | GOOD | NEEDS IMPROVEMENT |
| Serves as an effective spokesperson. Represents the organization well to its constituencies, including CASA volunteers, other nonprofits, government agencies, elected officials, funders, and the general public. |  |  |  |
| Establishes and makes use of working relationships with organizations and individuals in the field. |  |  |  |
| Sees that communication vehicles are developed and utilized well. |  |  |  |
| Comments on community leadership: |  |  |  |

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| **ADMINISTRATION AND HUMAN RESOURCES** | OUTSTANDING | GOOD | NEEDS IMPROVEMENT |
| Establishes and leads an effective management team. |  |  |  |
| Recruits and retains diverse CASA volunteers. |  |  |  |
| Maintains appropriate balance between programs and administration. |  |  |  |
| Ensures that procedures and organizational culture maximize volunteer involvement. |  |  |  |
| Ensures compliance with relevant workplace and employment laws. |  |  |  |
| Sees that employees are licensed and credentialed as required and that appropriate background checks are conducted. |  |  |  |
| Leads staff in maintaining a climate of excellence, accountability, and respect. |  |  |  |
| Comments on administration and HR: |  |  |  |

Any comments/reactions from the Executive Director on this evaluation:

This evaluation was most recently completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following people were present:

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Executive Director name Signature

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name-evaluator Signature

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name-title Signature