

Board Committee Report

Executive Director Review Committee

Date of Report: Nov. 17, 2023
Written/ Submitted by: Colleen Hansen
Date of Last Meeting: Nov 9, 2023
Date of Next Meeting: Jan 4, 2024

Committee Update: The ED Review Committee heard an update from Dr. Wedlund. He shared that the goal rubric for the ED is clear and helpful. As his contract is on a 3 year renewal cycle, the committee will determine a schedule for the contract renewal process at our next meeting.

Motion/ Action Items for the Board Meeting:

No action required

2022-2023 Committee Goals:

Goal	Notes	Due Date/ Complete?
Complete the Director Review	using the rubric created by the committee, complete annual review of the director	June 2024
Set up a process for contract renewal	in discussion	June 2025

Month	Task	People Involved
July	Present new goals and measurements to BoD for approval	ED Review Committee, ED BoD (for approval)
August	ED Review Committee checks in with ED (may happen monthly, but at least quarterly-ish)	ED Review Committee, ED
November	ED Review Committee checks in with ED	ED Review Committee, ED

January	ED Review Committee checks in with ED	ED Review Committee, ED
March/April	ED Review Committee checks in with ED	ED Review Committee, ED
May	Review past year's progress on goals, finalize ED year-end review (to present to BoD in June)	ED Review Committee, ED
June	Final evaluation/ review of Executive Director Begin a draft of new goals based on the review, Strategic Plan, etc.	Board, ED (may be facilitated by the ED Review Committee) ED Review Committee, ED
As Needed	Present updates and edits on ED goals for BoD approval	ED Review Committee, ED, BoD
Quarterly/ As Needed	Present progress on goals to BoD	ED, ED Review Committee