



601 Tremont – P. O. Box 1080
Galveston Island, Texas 77550
(Phone) 409-797-5000
(Toll Free) 1-888-GAL-ISLE
(Fax) 409-762-8911
www.galvestonparkboard.org

GENERAL COUNSEL PERFORMANCE EVALUATION

General Counsel: Carla Catropia

Evaluation Period: June 2020 – May 2021

Trustee's Name: _____
(Please Print)

Trustee's Signature _____

Date of Signature _____

General Scope of Responsibility of General Counsel: To provide knowledge and best-practice based solutions to the organization in a variety of areas of the law, including government, contracts, labor/employment, litigation and tax, among others. In addition, General Counsel uses their working knowledge of the Board of Trustees to assess and manage risks and deal with the routine legal matters the organization confronts.

INSTRUCTIONS

This appraisal instrument represents four categories of evaluation criteria aligned to the duties and responsibilities of the General Counsel position.

This evaluation form also contains a section for entering narrative comments you believe pertinent to the rating. (Optional)

- Rating Scale:**
- 5 = Excellent** (Consistently/almost always exceeds the performance standard)
 - 4 = Above Average** (Generally/usually exceeds the performance standard)
 - 3 = Average** (Meets the performance standard)
 - 2 = Below average** (Usually does not meet the performance standard – Inconsistent)
 - 1 = Poor** (Rarely meets the performance standard)

SECTION A: WORKING KNOWLEDGE	<i>Rating Scale Low to High</i>
Ensures the organization, its' staff and programs operate in compliance with all applicable laws and regulations.	1 2 3 4 5
Educates the Board and staff about local law, regulations, policies, and ordinances, making suggestions and alerting them to areas of concern or noncompliance.	1 2 3 4 5
Provides regular information and reports to the Board concerning matters of importance or legal concern.	1 2 3 4 5
Ensures the organization conducts all business at the highest standard of integrity and ethics.	1 2 3 4 5
Demonstrates strong working knowledge of contract and governmental law.	1 2 3 4 5
Maintains professional knowledge, alerting the organization to any new or pending regulations which could impact operations in the short or long term.	1 2 3 4 5

Comments:

SECTION B: RESPONSIVENESS AND COMMUNICATION	<i>Rating Scale Low to High</i>
Communicates necessary information openly and honestly in a timely and transparent fashion.	1 2 3 4 5
Establishes and maintains positive and effective working relationships with each trustee and members of staff.	1 2 3 4 5
Proactively provides the Board reports regarding relevant legal aspects of the organization's functions and operations, highlighting areas of concern.	1 2 3 4 5
Offers workable alternatives to the Board for changes when an existing policy, practice or procedure contradicts best practices, regulations or law.	1 2 3 4 5
Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature.	1 2 3 4 5
Responds in a timely manner to requests from the Board for special reports.	1 2 3 4 5

Comments:



SECTION C: EXECUTION AND QUALITY OF WORK	<i>Rating Scale Low to High</i>
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.	1 2 3 4 5
Conforms to Board policies and directives.	1 2 3 4 5
Routinely meets deadlines, providing enough time for feedback from the Board or staff before final execution and/or a decision is required.	1 2 3 4 5
Data provided is clear, concise and supports the organizations objectives, while ensuring legal compliance.	1 2 3 4 5
Represents the Board of Trustees professionally and with knowledge in external and internal settings.	1 2 3 4 5
Is proactive in educating themselves on all ongoing concerns and major projects of the Board, making suggestions and providing guidance as appropriate.	1 2 3 4 5

Comments:

SECTION D: TRUSTEES AND CITY RELATIONSHIPS	<i>Rating Scale Low to High</i>
Supports the actions of the Board, both inside and outside the organization, after a decision has been reached.	1 2 3 4 5
Represents the needs of the organization and advocates for the needs of its constituencies to funding and regulatory bodies at the local level of government.	1 2 3 4 5
Communicates effectively about, and advocates for, issues affecting tourism, the organization and the community.	1 2 3 4 5
Actively takes steps to educate the local government regarding issues relating to the organization’s activities.	1 2 3 4 5
Encourages liaison activities with the City of Galveston.	1 2 3 4 5
Actively supports cooperative activities between the City of Galveston and the Park Board.	1 2 3 4 5

Comments:



601 Tremont – P. O. Box 1080
Galveston Island, Texas 77550
(Phone) 409-797-5000
(Toll Free) 1-888-GAL-ISLE
(Fax) 409-762-8911
www.galvestonparkboard.org

PLEASE PROVIDE ADDITIONAL FEEDBACK ON THE FOLLOWING:

JOB-RELATED STRENGTHS:

JOB-RELATED WEAKNESSES:

CONSTRUCTIVE SUGGESTIONS FOR IMPROVEMENT:

GOALS FOR THE COMING YEAR: