



CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION

Executive Director: Kelly de Schaun

Evaluation Period: May 2021 – April 2022

Trustee's Name: _____
(Please Print)

Trustee's Signature _____

Date of Signature _____

General Scope of Responsibility of the Chief Executive Officer: To provide strategic leadership for the Park Board by working with the Board of Trustees and management team to establish short and long-range goals, strategies, plans and policies. S/he directs and administers all programs, operations and policies; supervises professional staff and serves as the institution's budget officer.

INSTRUCTIONS

This appraisal instrument represents seven categories of evaluation criteria aligned to the duties and responsibilities of the Chief Executive Officer 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: RELATIONS WITH BOARD OF TRUSTEES/GOVERNANCE	<i>Rating Scale Low to High</i>
Communicates necessary information and requested reports 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 each committee of the Board.	1 2 3 4 5
Conforms to Board policies and directives.	1 2 3 4 5
Demonstrates an understanding of differences between the administrative role of Chief Executive Officer and policy-making role of the Board.	1 2 3 4 5
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.	1 2 3 4 5
Provides Board reports regarding all important aspects of the organization's functions and operations, highlighting both achievements and areas of concern.	1 2 3 4 5

Comments:

SECTION B: POLICY EXECUTION	<i>Rating Scale Low to High</i>
Implements action items in accordance with the intent of the Board.	1 2 3 4 5
Supports the actions of the Board, both inside and outside the organization, after a decision has been reached.	1 2 3 4 5
Understands, supports, and enforces local government's laws, regulations, policies and ordinances.	1 2 3 4 5
Reviews policies and procedures periodically to suggest improvements to their effectiveness.	1 2 3 4 5
Offers workable alternatives to the Board for changes in policy or procedure when an existing policy or procedure is no longer practical.	1 2 3 4 5

Comments:



SECTION C: PROGRAM DEVELOPMENT AND MANAGEMENT	<i>Rating Scale Low to High</i>
Develops, implements and supervises programs and services that are consistent with the organization’s mission and strategic plan.	1 2 3 4 5
Develops, implements and supervises programs and services that meet the needs of the organization and the community.	1 2 3 4 5
Ensures accessibility of services to the organization’s constituencies.	1 2 3 4 5
Maintains a system of quality program record-keeping and documentation of all activities.	1 2 3 4 5

Comments:

SECTION D: REPORTING	<i>Rating Scale Low to High</i>
Produces and handles reports as to convey the message that affairs of the organization are open to public scrutiny.	1 2 3 4 5
Produces reports that are accurate, comprehensive, concise, and written to their intended audience.	1 2 3 4 5
Provides regular information and reports to the Board concerning matters of importance to the local government.	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 E: CONDUCT OF BUSINESS	<i>Rating Scale Low to High</i>
Sets a professional example by handling affairs of the organization in a fair and impartial manner.	1 2 3 4 5
Exhibits composure, stamina, and attitude appropriate for the executive position.	1 2 3 4 5
Ensures that the organization conducts all business at the highest standard of integrity and ethics.	1 2 3 4 5
Develops, maintain, and fulfills contracts with other entities when required and/or appropriate.	1 2 3 4 5
Has developed a succession plan for direct reports and their respective departments. Cross trains as appropriate or utilizes tools to ensure the department and organization are set up for success in the future.	1 2 3 4 5

Comments:

SECTION E: FISCAL MANAGEMENT	<i>Rating Scale Low to High</i>
Oversees development of and works with the Board to finalize the annual organizational budget.	1 2 3 4 5
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.	1 2 3 4 5
Oversees the development and management of the organization's funds and financial strategies in conjunction with the Board.	1 2 3 4 5
Makes the best possible use of available funds, conscious of the need to operate efficiently and effectively.	1 2 3 4 5
Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.	1 2 3 4 5

Comments:



SECTION F: COMMUNITY RELATIONS	<i>Rating Scale Low to High</i>
Develops effective working relationships within the community to ensure that the organization remains a significant player within the community.	1 2 3 4 5
Satisfactorily serves as the chief spokesperson for the organization with its many constituencies by avoiding unnecessary controversy.	1 2 3 4 5
Ensures the organization is marketed and positioned properly to help it achieve its mission.	1 2 3 4 5
Helps the Board address future needs and develop adequate plans to address long-term trends.	1 2 3 4 5
Cooperates with local, regional, state, and federal government agencies.	1 2 3 4 5

Comments:

SECTION G: CITY RELATIONS	<i>Rating Scale Low to High</i>
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 works to promote cooperative activities between the City of Galveston and the Park Board.	1 2 3 4 5

Comments:



GALVESTON
PARK BOARD OF TRUSTEES

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PLEASE PROVIDE ADDITIONAL FEEDBACK ON THE FOLLOWING:

JOB-RELATED STRENGTHS:

JOB-RELATED WEAKNESSES:

CONSTRUCTIVE SUGGESTIONS FOR IMPROVEMENT:

GOALS FOR THE COMING YEAR: