

Community Foundation of Greater Memphis
Annual CEO Performance Evaluation
Fiscal Year 2004 – 2005

I. Name

II. The Annual CEO Performance Evaluation Process

1. The CEO will have an annual evaluation. The first step will take place at the initial board meeting of the fiscal year at which the CEO will present his annual performance goals.
2. The CEO will indicate the importance of each performance goal to the overall success of the foundation. The board may amend the performance goals and their relative importance.
3. At the end of the fiscal year, board members will evaluate the CEO's success in achieving his performance goals.
4. The evaluation form will provide five choices for board members to rate each performance goal. The choices are: 1 (Unacceptable), 2 (Needs Improvement), 3 (Satisfactory), 4 (Good) and 5 (Excellent).
5. Board members will send their completed evaluations to the foundation's legal counsel who will calculate the scores (rating x importance) for each performance goal and for the evaluation as a whole.
6. The Executive Committee will meet with the CEO to discuss the results of his evaluation and to recommend his compensation to the board.
7. At the first board meeting of the fiscal year, the board will determine the CEO's compensation and the CEO will present his performance goals for the new fiscal year.

III. The Annual CEO Performance Evaluation Instructions

1. Indicate your rating of the CEO's success in achieving his annual performance goals. Use the following rating system:
1 (Unacceptable), 2 (Needs Improvement), 3 (Satisfactory), 4 (Good), 5 (Excellent).
2. Each performance goal has been assigned a percentage to indicate its relative importance to the success of the foundation. The percentages total 100%.
3. Your rating for a goal will be multiplied by the importance to determine its score. You may do the calculations or leave them for the legal counsel to do.
4. At the end of the document, add any comments you care to make. Do not sign your name.
5. Complete your CEO evaluation as soon as possible, and use the enclosed envelope to return it to the Community Foundation's legal counsel.

IV. The CEO's Performance Goals for 2004 - 2005

1. **Strategy Formulation**. The CEO has developed a sound strategic plan and translated into effective work plans for the board and the staff.
Your Rating _____ Importance 10% CEO's Score _____
2. **Strategy Implementation**. The foundation successfully implemented its strategic plan through the board and staff work plans for the year just completed.
Your Rating _____ Importance 20% CEO's Score _____
3. **Financial Management**. The foundation approved a balanced operating budget for the fiscal year, and, at the end of the year, actual income exceeded actual expenses.
Your Rating _____ Importance 10% CEO's Score _____
4. **Staff Talent**. The CEO has attracted the staff the foundation needs now, and they appear to have the skills to meet the foundation's needs in the foreseeable future.
Your Rating _____ Importance 20% CEO's Score _____

5. **Board Relations**. The CEO has kept the board informed about important issues, made board meetings meaningful, and utilized board member's talents in the committees.

Your Rating _____ Importance 15% CEO's Score _____

6. **Internal Capabilities**. The foundation has the office environment, technology, equipment, facilities, systems, policies and procedures that it needs to be effective.

Your Rating _____ Importance 5% CEO's Score _____

7. **Comparison to Peers**. The foundation's gifts, grants and total assets as reported in the annual survey of community foundations were competitive relative to its peers.

Your Rating _____ Importance 5% CEO's Score _____

8. **External Relations**. The CEO has built relations inside and outside Memphis with donors, advisors, grantees, prospects, governments, businesses, social groups and other philanthropic organizations that are beneficial to the foundation.

Your Rating _____ Importance 5% CEO's Score _____

9. **Legal and Professional**. The CEO knows and follows the foundation's charter, bylaws, board policies, applicable state and federal laws and regulations, and the national standards for community foundations.

Your Rating _____ Importance 5% CEO's Score _____

10. **Accountability**. The Community Foundation has an active board, conducts an independent audit, publishes an annual report, files necessary reports, participates in surveys, mails newsletters and answers inquiries from the public that demonstrates accountability to its stakeholders.

Your Rating _____ Importance 5% CEO's Score _____

Total Score _____

Comments: _____

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