

**GATEWAY ARTS COUNCIL**  
**Executive Director**  
**Performance Evaluation**

To be completed by the Executive Committee, Gateway Arts Council Board of Directors

- RATING GUIDE
- 1 = Unsatisfactory (Consistently performs below a satisfactory level)\*
  - 2 = Improvement needed (Occasionally performs below a satisfactory level)\*
  - 3 = Satisfactory
  - 4 = Above Average (Occasionally performs above a satisfactory level)
  - 5 = Excellent (Consistently performs well above a satisfactory level)

\*Rating of 1 or 2 must be accompanied by comments.

**A. BOARD RELATIONS**

1. Represents GAC in interaction with other agencies, businesses and organizations.

1 2 3 4 5

2. Recommends, implements, and evaluates GAC policies.

1 2 3 4 5

3. Provides administrative and program support to facilitate GAC operations and relations.

1 2 3 4 5

4. Provides relevant, timely and accurate management reports to the Board of Trustees.

1 2 3 4 5

5. Conducts orientation and training programs for Board members, officers and committee members.

1 2 3 4 5

COMMENTS, Section A:

**B. STRATEGIC PLANNING AND DEVELOPMENT**

1: Identifies concerns, interests and needs of community.

1 2 3 4 5

2. Participates in the review and update of GAC's mission statement and long-range goals.

1 2 3 4 5

3. Proposes clearly defined objectives based on the mission and long range goals approved by the Board of Trustees.

1 2 3 4 5

4. Maintains current awareness of present and future national, statewide and local developments in the arts as well as economic and political events and trend, and assesses their impact on GAC services, programs and financial viability.

1 2 3 4 5

5. Recommends the establishment, modification and/or deletion of programs and services.

1 2 3 4 5

6. Solicits funds for appropriate GAC project or operations from foundations, governmental agencies and/or individual corporations.

1 2 3 4 5

7. Recruits new volunteers and board members.

1 2 3 4 5

8. Develops and maintains cooperative contacts with other networks and related organizations.

1 2 3 4 5

9. Takes an active role in oversight of GAC activities and operations.

1 2 3 4 5

COMMENTS, Section B:

**C. FINANCES**

1. Prepares and defends the annual operating GAC budget for approval by the Board of Trustees based upon the strategic goals.

1 2 3 4 5

2. Monitors, controls and reports on the approved budget.

1 2 3 4 5

3. Is responsible for the security and proper record keeping of GAC property and assets.

1 2 3 4 5

4. Provides accurate and timely reporting of GAC's finances, including program reports.

1 2 3 4 5

COMMENTS, Section C:

**D. COMMUNICATION AND PUBLIC RELATIONS**

1. Creates and maintains a favorable public image of the organization.

1 2 3 4 5

2. Informs the community through GAC communications of new programs and services and changes in ongoing programs and services.

1 2 3 4 5

3. Involves membership in GAC service programs through Advisory Councils, the Annual Meeting and the Program Meeting.

1 2 3 4 5

4. Works effectively with program committees.

1 2 3 4 5

COMMENTS, Section D: