

POLICY # 11	RES #	LAST UPDATED: November 1, 2000
POLICY NAME EXECUTIVE DIRECTOR'S ANNUAL EVALUATION		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE:

Policy Statement

The Board of Directors shall conduct an annual job performance evaluation of the Executive Director. The Evaluation Form and Procedure used shall be established by policy and approved by the Board of Directors as follows:

Procedure

Evaluation forms shall be distributed to each Director at the September meeting. Completed forms are to be returned to the Administration Committee Chairperson by October 15th.

The Administration Chairperson shall summarize the evaluations on one form, using average ratings, and record all comments.

The Administration Committee and the President shall review the summarized evaluation and provide a copy to the Executive Director prior to October 30th.

The President and the Administration Committee Chairperson shall meet with the Executive Director prior to the November meeting to review and/or discuss the evaluation.

The final evaluation shall be presented to the Executive at the November meeting.

Evaluation Form

As attached to this policy.

Purpose

To develop and sustain an optimum climate for communication and efficiency between the Executive Director and the Board of Directors.

Definitions

UMAAS: Urban Municipal Administrators' Association of Saskatchewan

**UMAAS PERFORMANCE EVALUATION
EXECUTIVE DIRECTOR
To be completed by the Board of Directors**

1. The purpose of this evaluation is to achieve optimal communication and efficiency, as well as to provide support to the Executive Director.
2. This evaluation is to be based on observation only and is not to include subjective comments, hearsay, or past performance issues. Please mark N/A in areas where you do not have any direct observation.
3. Less than satisfactory appraisals are to be supported by comments arising from direct observation; however, you are encouraged to provide comments in all areas
4. Both the Executive Director and the President must sign this evaluation.
5. Only first-year Board Members have the option of not completing this evaluation

NOT ACCEPTABLE		SATISFACTORY		OUTSTANDING
0	1 2 3 4	5	6 7 8 9	10

1. Financial:

- annual budget is prepared in an acceptable format and submitted to the Board at the scheduled time
- budget is based upon prioritized needs/objectives and reflects Board approved projects
- current financial reports presented at every regular scheduled executive meeting
- audited annual financial statement presented in a timely manner
- budget variances presented to Board for justification and approval

Comments:

2. Communication:

- meeting packages prepared and circulated to Board Members in accordance with policy
- relevant correspondence/information distributed to Board Members, outside agencies and/or appropriate committee chairperson in a timely manner
- responds to correspondence as directed by the Board in a timely manner
- prepares newsletters in a manner that represents UMAAS in a professional and creditable manner
- presents information to Board in a clear, concise and objective manner
- updates and distributes policy manual annually
- assists Board Members to be active in goal setting, project planning and problem solving
- few problems occur between the Executive Director and the Board due to lack of communication

Comments:

3. Convention:

- works effectively with convention planning committee
- communicates well with exhibitors, sponsors, guest speakers, performers and membership

- ☐ review hotel contracts to insure convention runs smoothly
- ☐ preparation of detailed final report
- ☐ maintains updated accurate membership register

Comments:

4. Work Habits / Interpersonal Skills

- ☐ attends all meetings as requested by the Board
- ☐ responds to suggestions and recommendations expeditiously
- ☐ information requested by Board is acquired, prepared and submitted in an accurate and timely manner
- ☐ willingness to address concerns expressed by Board
- ☐ general attitude towards job
- ☐ ability to be an ambassador for UMAAS

Comments:

EXECUTIVE DIRECTOR JOB DESCRIPTION

GENERAL

The Executive Director shall be responsible for conducting the affairs of the Association in accordance with the policies, practices and bylaws of the Association and shall carry out the duties of the Secretary-Treasurer of the Association in accordance with the Urban Municipal Administrators Act. The position requires a good working knowledge of management principles and local government administration and demonstrated interpersonal, public relations and communication skills. Reporting to the Executive Board, the Executive Director shall have a full working knowledge of the Executive Board and its committees, their structures and functions. Essential to the job are motivational and organizational skills and the ability to work independently, complete assigned tasks and to plan, organize and supervise meetings, workshops and conventions.

The Executive Director shall possess and maintain a valid Saskatchewan Advanced Level I (Urban Class A) Certificate of Qualification issued by the Board of Examiners or better, for the term of this Agreement and shall be a member of the Association in good standing.

The Executive Director will strive to establish and maintain satisfactory relationships with the Executive Board, the members of the Association, the Saskatchewan Urban Municipalities Association, the Ministry of Government Relations and other Federal and Provincial Departments and organizations dealing with the Executive Board. He shall bring to the attention of the Executive Board any matter or practices of concern or inconsistent with the Association practice or policies and must exercise good judgment in making decisions, referring where possible to established precedents.

DUTIES OF THE EXECUTIVE DIRECTOR

A. NORMAL OPERATIONS

1. To take charge of and safely keep all books, documents and records of the Association committed to his charge and deliver them to his successor in office or any other person that the Executive Board may designate on his ceasing to hold office.
2. To summon all meetings of the Executive Board, communicate the resolutions and instructions of the Executive Board to the parties concerned and conduct the general office correspondence of the Executive Board.
3. To attend all meetings of the Executive Board and to truly record in the minutes all resolutions, decisions and other proceedings of the Executive Board. In the absence of the Executive Director, the Executive Assistant may be designated to act as Secretary to attend meetings and record the minutes.
4. To enter in the minutes the names of the Executive Board members present at meetings.

5. To have custody of the seal of the Association.
6. To collect and receive all moneys paid to the Association and issue receipts therefor.
7. To safely keep all funds and securities of the Association.
8. To deposit all moneys received in a bank or credit union designated by the Executive Board of the Association, such deposits to be made when collections have accumulated to the amount of \$5000.00 or more frequently as the Executive Director may in his discretion decide upon but in any case not less than once a month.
9. To disburse the funds of the Association only to those persons and in the manner directed by the bylaws or resolutions of the Executive Board.
10. To make all payments on behalf of the Association by cheque on the bank or credit union in which the moneys of the Association are deposited, signed by the Executive Director or Executive Assistant and the President or, in his absence, the Vice-President of the Association.
11. To keep and make use of books to record and account for the purpose of maintaining a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the Association.
12. To obtain and maintain a bond or policy of guarantee in a sum of no less than \$10,000.00, the premiums for which are to be paid by the Association.
13. To submit to the Executive Board for approval at its meetings:
 - a list of accounts paid or payable
 - a financial statement for that part of the fiscal period ending on the last day of the calendar month previous to the meeting showing all receipts and payments to that date.
14. To arrange for an audit of the books and accounts of the association on an annual basis and to submit the audited financial statement to the Executive Board no later than 90 days after the fiscal year end.
15. To prepare an annual operating budget and submit it to the Executive Board for approval on or before January 15th in each year.
16. To forward to all administrators and clerks, in December of each year, a Membership Dues Notice for the following calendar year, such notice to set out the membership fee payable and the due date for payment thereof.
17. To forward to Government Relations in January of each calendar year, the annual return and the list of current members of the Association in accordance with Section 41 of the Urban Municipal Administrators Act.

18. To maintain and regularly update separate registers of Regular and Associate members in good standing and to provide the Regional Directors of the Executive Board at least annually with a listing of the members in good standing in their Districts.

19. To supervise the compilation and circulation of a tri-yearly Newsletter to all Municipalities and communicate other pertinent information to all Municipalities from time to time as directed by the Executive Board with the consent of the President or, in his absence, the Vice President of the Association.

20. In consultation with the President or the appropriate committee chairperson to meetings, complete the following tasks including reserving suitable accommodations for members and suitable rooms for meetings, circulating material including agendas, copies of previous minutes, listings of accounts to be approved and copies of the financial statements, correspondence and reports to members at least ten (10) days in advance of the meeting, arranging for refreshments and lunches to be brought into the meeting room and ensuring that adequate materials and supplies are on hand for the use of the Executive Board.

21. To ensure that sufficient supplies and stationery are on hand and to make supplies and stationery available to the Executive Board in accordance with Board policies.

22. To arrange conference calls when required by the Executive Board.

23. To communicate regularly with the President, or, in his absence, the Vice President of the Association.

24. To respond courteously and promptly to inquiries from members and prospective members and to ensure that responses are accurate with reference to established practices, bylaws or policies of the Association, referring inquiries where appropriate.

25. To promote membership in, and objectives of, the Association when the opportunity arises.

26. To perform such duties and carry out such instructions as may be lawfully required by the Executive Board of the Association.

B. ANNUAL CONVENTION

1. Arrange for hotel accommodations by reserving a block of approximately 100 to 130 rooms as soon as practicably can be arranged after the site of the convention is selected.

2. Reserve suitable rooms for the Executive Board at the earliest opportunity.

3. Prepare a budget for the convention for approval of the Executive Board on or before January 15th of each year.

4. Reserve conference and meeting rooms and other facilities for convention functions, including general session workshops and social events.
5. Consult with the Executive Board and the host municipality in preparing a preliminary agenda, including items such as entertainment, meal prices, golf tournament, companions' program, guest speakers, administrative services, transportation and awards.
6. Solicit corporate donations and sponsorships, including such items as registration kit materials and prizes.
7. Make arrangements for trade show exhibits.
8. Confirm the attendance of the convention speakers as well as workshop and seminar leaders.
9. Distribute preliminary agendas, pre-registration materials and any notices to the membership required by statute or bylaw to all administrators and clerks as far in advance of the convention as may be required by statute or bylaw, as the case may be and in no case less than forty-five days in advance of the convention.
10. Receive pre-registration materials and maintain a register of pre-registered convention delegates and guests.
11. In consultation with the Convention Chair along with the host municipality and convention hotel staff, ensure that details such as arrangements for the annual Executive Board supper, opening registration social, bus services, photocopy services, sound services, liquor permits, companions' programs, dance band or entertainment and luncheon and banquet menus are finalized well in advance of the convention date.
12. Have the final convention agenda printed after confirmation of all participants and events, which confirmation is to be completed on or before June 1st of each year.
13. Prepare registration kits, ensuring that sufficient supplies are available and arrange for individuals to assist with registration.
14. Oversee convention registration procedures, both pre-registrations and on-site convention registrations.
15. Receive and disburse convention funds in a like manner as other funds of the Association.
16. Arrive at the main convention hotel sufficiently early to ensure that all is in readiness.
17. Forward letters of thanks to contributors, speakers and workshop and seminar leaders on or before June 30th in the year of the convention.

18. Conduct necessary correspondence and carry out the procedures required to give effect to all resolutions passed at the annual convention.

19. A financial statement detailing the convention receipts and expenditures and comparing them to budgeted figures is to be prepared and submitted to the Executive Board at the first meeting after September 1st in the year of the convention.

C. PUBLICITY

1. To assist, as requested or required by the Executive, with the preparation of press releases and other relevant reports to be released by the President and/or Executive to various government agencies and/or news media.

2. To represent the Executive of the Association when delegated to do so.

3. To promote and maintain a liaison with Executive Directors of other similar organizations within the Province as well as those of neighbouring provinces and senior officials of various provincial departments and related agencies.