

## **NAIGC Board Member and Advisor Evaluation Policy**

*Version 3.0 / Last Amended 12/13/2020*

### I. Purpose

- A. To create a formal procedure for providing Board Members and Advisors with feedback on their own performance and contribution to the Board. The results of an evaluation are used to gauge the amount of value added by the individual and provide feedback for continued improvement in their development as a Board Member or Advisor. These evaluations will not be used as supplemental material during the annual election.

### II. Definitions

#### A. Inward-Outward Method:

1. The inward/outward mindset defines two mindsets that individuals may possess and demonstrate when working with others. With an outward mindset, we see others as people like ourselves, whose goals, objectives, needs, and challenges matter to us. With an inward mindset on the other hand, we see others as objects whose primary value to us depends on the extent to which we think they can help us with our own goals and objectives.

#### B. 360 Review:

1. A 360 review is a performance evaluation tool that solicits feedback about a volunteer from all directions: their managers, coworkers, direct reports, and themselves.

### III. Evaluation Contents

#### A. The Development Committee shall create an evaluation with three categories of questions:

1. Self-reflective questions
2. Questions about the Board Member's opinion of the organization
3. Questions regarding other's performance

#### B. Questions can come from three different types:

1. Short questions on a numerical scale which can be used to evaluate change over a period of time
  - a) All Quarters
2. Long questions that follow the inward-outward method
  - a) Mandatory in quarters 2 and 4
  - b) Optional in quarters 1 and 3
3. Optional questions asked by a specific individual about their performance
  - a) All Quarters
  - b) Evaluation modifications by individuals
    - (1) Board Members may submit additional optional questions for the development committee (and/or) individual volunteers to address
    - (2) Board Members can submit information on individual projects worked on. This will be included in the introduction for each person's evaluation.

#### IV. Evaluation Procedures

##### A. Timeline

1. Evaluations will be conducted at the end of each quarter.

##### B. Who performs evaluations:

1. Board Members and Advisors will only evaluate those they served on a Committee with.
2. All Board Members and Advisors will evaluate each Officer.
3. Board Members and Advisors will also evaluate themselves to make this a 360 Review.

##### C. A Development representative and supervisor meeting will be offered to anyone interested in discussing and utilizing feedback in a non-judgmental manner post evaluation.

##### D. The Development Committee will review and disperse the results of evaluations

1. Any that are not appropriate (e.g. not constructive) will be removed before dispersing.
2. Appropriate responses will be distributed to each person.
3. Evaluations will be anonymous and only be given to the person whom they are about.

#### V. Amendments

- A. This document may be amended by the NAIGC Board.