

Revised Executive Director Grant Condition – Adopted 25 September 2008

The board of directors of a program applying for MLAC funds must adopt and file with the MLAC staff a written procedure for the evaluation of the executive director of the organization. The staff will review and approve or request changes in the written procedure.

Commentary:

To guide the program boards of directors, we will provide them with examples of executive director evaluation processes and with best practices developed by legal aid programs and other non-profit organizations. The project directors and staff agree that the processes will include, at a minimum, a written annual work plan for the executive director that will be reviewed and approved by the chair of the board, at least every two years, the board and staff of the program will participate in an evaluation process the results of which will be reviewed by the board of the program and at least every four years in addition to the board and staff, outside stakeholders and persons knowledgeable about the performance of the executive director will be asked to comment in writing as part of the evaluation.

While we, and some of the executive directors, continue to feel that all executive directors should be evaluated annually, this grant condition will allow programs to do annual evaluations and at the same time provide appropriate flexibility to address the individual needs of program boards and the executive directors who only want to do formal evaluations every other year.