

Contracted Staff Performance Evaluations

Approved by Executive Committee 2/5/23

The performance of all contracted staff members of the Missouri Alliance for Arts Education (MAAE) shall be reviewed annually each December.

Performance Evaluation of the Executive Director

1. The Chair of the MAAE Board of Directors shall prepare a Google form for the purpose of gathering performance data for the Executive Director.
2. Feedback on the performance of the Executive Director will be sought from all members of the Board.
3. The Chair shall also analyze the data and prepare an annual report for review by the Board of Directors at the January meeting.
4. Based on that data and report, the Chair will offer a recommendation to the Board for the Executive Director to continue in this role for the coming fiscal year, or to give notice of severance and seek a new candidate.

Performance Evaluation of other Contracted Staff

1. The Executive Director shall prepare a Google form for the purpose of gathering performance data for other contracted staff members.
2. Feedback on the performance of the contracted staff will be sought from the executive director, elected officers, and any other member of the Board who has direct experience in working with the contracted staff member.
3. The Executive Director shall analyze the data and prepare an annual report for review by the Executive Committee at the January meeting.
4. Based on that data and report, the Executive Director will offer a recommendation to the Executive Committee for the contracted staff member to continue in this role for the coming fiscal year, or to give notice of severance and seek a new candidate.