

Webmaster Annual Evaluation

Employee Name:

Review Date:

Form Completion: ____ Self Evaluation ____ COO Review

Process: The individual completes a self-assessment using this form. The COO will solicit feedback from the Board of Directors as part of the review process and complete a review. The COO will meet (phone meeting is acceptable) with the individual to discuss the evaluation. The evaluation will be submitted to the Board of Directors during closed session at the Winter Board Meeting.

Characteristics 1 = unsatisfactory; 2 = Some Areas of Concern; 3 = Satisfactory		
	Score	Notes
Timely communication & responsiveness to the board		
Attend Board Meetings and Chats		
Website maintenance including, but not limited to: blog posts, removing outdated material, and posting material from board/committee chairs (grants, elections, awards)		
Maintain website security and hosting management		
Regularly updating website and monitoring content.		
Present website traffic analysis at Board meetings		
Work with conference chairs and CFO for updating conference materials on the website & archive past conference websites		

Create Board & Committees Meeting Reports google document form and submit link to President		
Post a link to the monthly board and committee meetings agenda/minutes and chats on the website		
Create and post on website Yearly Election Ballot		
Coordinate with Newsletter Editor as Co-Chair of Publications Committee		
Areas of Concern		
Summary of Feedback and Action Items Based Upon Concern		
Professional Goals for Webmaster		
Additional Comments from Webmaster		

Updated on 06/19/2023

Webmaster Signature

COO Signature

President Approval

Date