

NAIGC Board Member and Advisor Evaluation Policy

Version 3.2 / Last Amended 1/25/2023

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 Procedures

A. Timeline

1. Shall be published by the Development Committee and communicated to all Board Members and Advisors

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.
4. Task Force members will evaluate Board Members and Advisors who have served on the same Task Force.

C. A meeting with a Development Committee representative and either Board Officer or relevant Committee Chair will be offered to anyone interested in discussing the feedback on their own evaluation.

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

1. Any comments that are not appropriate (e.g. not constructive) will be removed before dispersing.
2. Evaluations will be anonymized and only be dispersed to the person whom they are about.

IV. 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 or Advisor'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) Can be used in all evaluations
 - 2. Long questions that follow the inward-outward method
 - a) Mandatory in semi-annual evaluations
 - b) Optional in all other evaluations
 - 3. Optional questions asked by a specific individual about their performance
 - a) Can be used in all evaluations
 - b) Evaluation modifications by individuals
 - (1) Board Members or Advisors may submit additional optional questions for the development committee (and/or) individual volunteers to address
 - (2) Board Members or Advisors can submit information on individual projects worked on. It is suggested that supplementary materials are no longer than half of a page. This will be included in the introduction for each person's evaluation.

V. Amendments

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