The Executive Director of Nevada Coalition to End Domestic & Sexual Violence (NCEDSV) will be evaluated annually to determine how well they have met the expectations of their position. The evaluation process is comprised of input from the Executive Director, direct reporting staff of the Executive Director, peers and colleagues, and the Board.

Outlined below is the timeline and procedure for the Annual Evaluation.

**Timeline and Overview**

45 days prior to the anniversary date of the Executive Director, the Administrative Director will begin the Annual Evaluation Process.

The Administrative Director will send an email to the Executive Director copying the Board President with the Self-Evaluation Form attached. They will be given a three-week time frame to submit the Self-Evaluation. The Administrative Director will also ask that the Executive Director provides three names of peers or colleagues to complete Colleague Evaluation. These individuals could be a program member, ally member, a legislative person, or someone else that can speak to the Executive Director’s work as a colleague.

Once the Executive Director submits the names of peers or colleagues, they will be given to the Board President and/or the Governance committee. The Governance Committee will then reach out to the colleagues and request they fill out the Colleague Evaluation. The colleagues should be given at least three weeks to submit evaluation and a clear deadline should be provided. A reminder email should be sent one week prior to the due date by the Governance Committee Member.

The Administrative Director will also send out the email copying the Board President to the direct reporting staff of the Executive Director, requesting the Direct Reporting Staff Evaluation to be completed. Each direct reporting staff will submit their evaluation using the [info@ncedsv.org](mailto:info@ncedsv.org) email to submit directly to the Board President. This will protect the anonymity of the evaluator.

**Procedure**

All evaluations will be submitted directly to the Board President and/or Governance Committee Chair within three weeks of being sent out. The Governance Committee will have will have a two weeks to compile all documents and complete the evaluation.

Once the evaluation is completed the Board President will send out to the entire Board for review. The Board President will also schedule a meeting with the Executive Director to go over the evaluation. The evaluation should be submitted to the Executive Director at least one week before the meeting to allow ample time to review.