

**Policy for  
Board Appraisal of the Chief Professional Officer  
United Way of Kentucky**

**Essential Elements**

Shared Goals

Annually, by July 1, the President and Chairman of United Way of Kentucky will jointly establish goals and objectives for the coming twelve-month period for the organization and the Chief Professional Officer (CPO). Performance in achieving these goals and objectives will be the basis for 50% of the Performance Appraisal of the CPO in the annual review process.

The Appraisal Team

The Appraisal Team will be chaired by the Personnel Committee chair and include the Chairman and First Vice-Chair of the Board of Directors. The Team may also include the immediate Past-Chair when appropriate.

The Appraisal Schedule

By June 1 of each year:

- The Appraisal Team will solicit input on the CPO's performance from members of the Executive Committee.
- The CPO will complete and submit to the team a self-assessment of progress toward annual goals and objectives and other accomplishments.
- The Appraisal Team, using the input from the Executive Committee and the CPO's Self-Assessment, will prepare a written Performance Appraisal.
- The Appraisal Team will make a recommendation for salary treatment to the Executive Committee in Executive Session at the June Meeting for approval.

By July 1 of each year:

- The Appraisal Team shall meet with the CPO to discuss the Performance Appraisal and make recommendations for future personal and professional development. In this meeting, the team and CPO should also agree on shared goals and objectives for the coming 12-month period.
- The Appraisal Team shall notify the CPO of changes in salary to be effective on January 1 of the following year.

Next Regularly Scheduled Meeting of the Board of Directors:

- Present the Board with a summary of the findings and of the subsequent meeting with the CPO. (This information should be treated confidentially.)

Should the Board fail to fulfill these responsibilities by December 31st in any year, the President's salary would be automatically increased on January 1 of the following year by the Metro United Way approved percentage increase for that year.

Approved March 14, 1997

**Questions for Assessing the Chief Executive's Performance  
(Suggested by the National Center for Non-profit Boards)**

1. What are the major objectives of the organization?
2. How well are these objectives being realized?
3. Does the chief executive have the necessary knowledge and skills?
4. Does the chief executive have the necessary personal characteristics?
5. Does the chief executive recruit and supervise good staff?
6. What are the chief executive's major strengths?
7. What are the chief executive's chief weaknesses?
8. What external factors interfere with the chief executive's ability to achieve organizational goals? How?
9. Is the Board a positive, negative, or neutral force in achieving organizational goals?
10. What specific decisions and actions are necessary to:
  - A. Strengthen the chief executive's performance?
  - B. Clarify the proper role of the Board?
  - C. Enhance the contribution of the organization?