

EVALUATION FORM
EXECUTIVE DIRECTOR
OHIO STATE BAR ASSOCIATION

Please rate the Executive Director's performance in each of the following areas by inserting a number from one to five (five being outstanding and one being unsatisfactory) in the blank provided. You may also use N/A for an item that is not applicable.

A. GENERAL MANAGEMENT SKILLS AND ABILITIES

1. Ensures open, constructive and effective communication among Bar staff, Board, and volunteers.
2. Ensures ongoing creation and evaluation of organizational goals and objectives.
3. Ensures development and maintenance of programs to meet Bar goals and objectives.
4. Ensures efficient use of funds to achieve organizational objectives in a fiscally responsible manner.
5. Ensures ongoing evaluation of the efficiency and effectiveness of Bar programs.
6. Ensures that the Bar operates within its budget throughout the fiscal year.
7. Ensures smooth operation of the physical plant.
8. Promotes harmony in Board, staff, volunteer and member relations.

B. SERVICES TO THE MEMBERSHIP

1. Understands and continually evaluates the needs of bar members.
2. Focuses Bar activities on needs of bar members.
3. Accepts and responds appropriately to criticism from the membership.
- 4.. Is sensitive to and aware of dependence of Bar organization on dues of individual members.

C. EFFECTIVE LEADERSHIP OF STAFF

1. Ensures staff is hired, developed, retained and managed to achieve organizational goals and objectives efficiently and effectively.
2. Encourages staff development.
3. Ensures regular evaluation of staff with appropriate consideration given to quality, efficiency and effectiveness of programs.
4. Confronts performance issues and makes well-supported decisions regarding discipline and termination.
5. Is aware of civil rights laws and promotes equal opportunity.
6. Recognizes contributions of staff.
7. Builds morale among staff.

D. COMMUNITY AND PUBLIC RELATIONS

1. Represents the organization in a positive and professional manner.
2. Is aware of and sensitive to the public image of the Bar, takes appropriate steps to promote positive public image in all activities of the Bar.
3. Works well with staff and volunteer leaders of Ohio's metropolitan bar associations.
4. Works well with staff and volunteer leaders of the Ohio State Bar Foundation.
5. Works well with staff and volunteer leaders of OBLIC, Ohio Printing Company OCLRE, ABA, Lawriter LLC.

E. PERSONAL AND PROFESSIONAL ATTRIBUTES

1. Projects a professional demeanor.
2. Speaks and writes clearly.
3. Is ethical, keeps confidences, and inspires respect among staff, Board, bar members and the community.
4. Is open to new ideas; is innovative.

5. Displays common sense and good judgment in business transactions.
6. Accepts criticism appropriately.
7. Gives criticism appropriately.

F. WHAT ARE THE MAJOR STRENGTHS OF THE EXECUTIVE DIRECTOR?

G. WHAT AREAS IN THE PERFORMANCE OF THE EXECUTIVE DIRECTOR DO YOU FEEL NEED IMPROVEMENT?

H. WHAT ARE THE EXECUTIVE DIRECTOR'S MOST IMPORTANT ACHIEVEMENTS IN THE LAST YEAR?

Board of Governors Member

Date of Evaluation