



## **Executive Director Evaluation Policy P-00-03**

Adopted April 25, 2023

### **Policy brief & purpose**

This policy outlines the procedures for the WESTAR Council to evaluate WESTAR' Executive Director.

The WESTAR Executive Director has responsibility to maintain the financial and ethical integrity of WESTAR as well as to ensure that WESTAR conforms with applicable federal, state, Tribal and local statutes, regulations and federal grant requirements. The Executive Director is responsible for setting WESTAR's annual workplan goals and evaluating the successes and failures of WESTAR on an annual basis. WESTAR is funded annually through the contributions of state air agencies, thus making it important for western state air agencies to oversee the tasks WESTAR undertakes annually.

For these reasons, it is important that the Executive Director's work and oversight of WESTAR staff is evaluated annually. This policy sets forth the process for that evaluation.

### **Scope**

This policy applies to the Executive Director of WESTAR and the WESTAR Council.

### **Policy elements**

#### **Executive Director Duties**

The Executive Director will present a workplan for the upcoming calendar year to the WESTAR Council by December 1 of each year. The workplan will ideally be developed with input from the Council

gathered at the Fall business meeting. The workplan will cover accomplishments achieved in the previous calendar year, continuing work and major goals and tasks for the coming calendar year.


The Executive Director will develop a self-appraisal report for the calendar year and submit it to the WESTAR Council by December 1 of each year. The report will contain the following elements:

- Successes in meeting the goals and tasks of the prior year's workplan and WESTAR management activities;
- Weaknesses in meeting the goals and tasks of the prior year's workplan and/or other management activities; and
- Plans or solutions to resolve weaknesses.

### **WESTAR Council duties**

The WESTAR president shall convene a caucus call of the WESTAR Council in December of each year to review the workplan and Executive Director self-appraisal report. This caucus call will not include the WESTAR Executive Director. The WESTAR president and Council will determine if the workplan is acceptable and the Executive Director's performance for the prior year is acceptable. If the Executive Director's performance requires correction in any area, the president and Council will develop a plan or ask the Executive Director to propose a plan to resolve the performance issues and designate a timeframe for the Executive Director to improve performance.

It is possible that the WESTAR Council could terminate the Executive Director's employment when it is in the Council's best interest, including reorganization due to economic reasons or performance issues. Neither WESTAR nor the Executive Director have entered into any expressed or implied contract of employment.

Approval:   
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Ali Mirzakhali  
WESTAR President

Date: April 25, 2023