

CE's Annual Assessment

Please rate your assessment of each category of performance as **R**emarkable, **S**atisfactory, **U**nsatisfactory or **U**nknown

Charity wide: project development and delivery	(Circle one)
a. Ensures that the charity has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress	R S U Unk
b. Provides leadership in developing project and organisational plans with trustees and staff	R S U Unk
c. Meets or exceeds project goals in quantity and quality	R S U Unk
d. Evaluates how well goals and objectives have been met	R S U Unk
e. Demonstrates quality of analysis and judgment in project planning, implementation, and evaluation	R S U Unk
f. Shows creativity and initiative in creating new projects	R S U Unk
g. Maintains and utilizes a working knowledge of significant developments and trends in the field (such as AIDS, developmental disabilities, sustainable agriculture, etc)	R S U Unk
Comments:	
ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT	
a. Divides and assigns work effectively, delegating appropriate levels of freedom and authority	R S U Unk
b. Establishes and makes use of an effective management team	R S U Unk
c. Maintains appropriate balance between administration and projects	R S U Unk
d. Ensures that job descriptions are developed, that regular performance evaluations are held and documented	R S U Unk
e. Ensures compliance with personnel policies and regulations on workplaces and employment	R S U Unk
f. Ensures that employees are appropriately qualified, and that appropriate background checks are conducted	R S U Unk
g. Recruits and retains a diverse staff	R S U Unk
h. Ensures that policies and procedures are in place to maximize volunteer involvement	R S U Unk
i. Encourages staff development and education, and assists project staff in relating their specialised work to the total project of the organisation	R S U Unk
j. Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people	R S U Unk
Comments:	
COMMUNITY RELATIONS	
a. Serves as an effective spokesperson for the charity; represents the projects and point of view of the organisation to agencies, organisations, and the general public	R S U Unk
b. Establishes sound working relationships and cooperative arrangements with community groups, charities and other organisations	R S U Unk
Comments:	