



Florida High School Athletic Association

Board of Directors Meeting – Agenda Item

Site: FHSAA Robert W. Hughes Building Date: Sept. 27-28, 2009

Check One: Action: Discussion: Information: Presentation:

Topic (brief descriptive statement):

Executive Director's Evaluation Form

Detailed Information (background, observations, etc.):

See Attached

Recommendation(s):

Rationale:

Alternative(s) to Recommendation(s):

Data Source:

Impact (to be completed by FHSAA staff):

Roger Dearing
Individual(s) Submitting Item

Signature

President Zornes
FHSAA Staff Member Presenting Item

Signature

AA-1



Dr. Roger Dearing
Executive Director

September 7, 2009

Dear Board Member;

As you know the Executive Director for the FHSAA receives an evaluation annually, from the Board of Directors, regarding job performance. In my particular case, the contract states that I am to be evaluated on or before November 30th each year. The evaluation form is being presented to you during our September Board of Director's Meeting with the request that you return it to Mr. Leonard Ireland no later than November 1st, so that he may compile the results to be presented during our November Board Meeting. A copy of the Executive Director's Evaluation Form was also mailed to the five Board Members who served FHSAA through June of 2009 in order to gather their considerations and input, as well.

Attached to this letter is a copy of the Executive Director's Evaluation Form for you to preview. A formal copy, along with some back up documentation will be distributed to all Board Members on September 28th, for your consideration. Following the Board Meeting in September will you please forward that completed Evaluation Form to Mr. Ireland no later than November 1, 2009?

I appreciate you taking the time to provide feedback for me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roger', written over a circular scribble.

Dr. Roger Dearing

cc: Leonard Ireland, Esq.
File

FHSAA ANNUAL EXECUTIVE DIRECTOR'S PERFORMANCE ASSESSMENT

Executive Director: Roger Dearing

Please mark with an X the box that appropriately reflects performance in each area. Areas marked "Not Satisfactory" or "Needs improvement" requires a "Comment".

| MANAGEMENT SKILLS EXECUTIVE SKILLS: | Not Satisfactory | Needs Improvement | Meets Expectations | Exceeds Expectations | Comments |
|---|---------------------|----------------------|-----------------------|-------------------------|----------|
| Coordinates and directs the hiring, determining compensation for and terminating Employer's staff within the framework of the approved budget and personnel policies of the Employer . The Board of Directors shall be advised of major changes in the organizational structure. | | | | | |
| Retained outside legal counsel. | | | | | |
| Retained the services of outside Certified Public Accountants. | | | | | |
| Provided executive management services to the Employer | | | | | |
| Provided for the administration of the Employer , including its programs, administrative policies, affairs, and decisions related thereto in accordance with policies and procedures established by the Board of Directors and Bylaws established by the Representative Assembly. | | | | | |
| Provided continuity to the Employer from one elected administration to the next. | | | | | |
| Carried out and represented the actions and policies of the Board of Directors and the Bylaws established by the Representative Assembly concerning the membership, the public, the community, the government and other organizations and associations. | | | | | |
| Represented the Employer in all matters related to the National Federation of State High School Associations and its affiliates. | | | | | |
| Kept the Board of Directors fully informed on the conditions and operations of the Employer on all-important factors influencing them. | | | | | |
| Directed and coordinated all approved programs, projects and major activities of the Employer . | | | | | |
| Planned, formulated and recommended for approval by the Representative Assembly Bylaws which will further the objectives of the Employer . | | | | | |
| Established and maintained a sound organizational structure for the Employer's office. Recruit, train, and motivate Employer's personnel. Obtain performance standards, conduct performance reviews and maintain a competitive salary structure and package of fringe benefits for Employer's employees, subject to budget approval by the Board of Directors. | | | | | |

| MANAGEMENT SKILLS EXECUTIVE SKILLS: | Not Satisfactory | Needs Improvement | Meets Expectations | Exceeds Expectations | Comments |
|--|------------------|-------------------|--------------------|----------------------|----------|
| Provided the necessary facilities, liaison, and staff support to the Board of Directors, the Sectional Appeals Committees, the Representative assembly, the committee chairs and committees to enable them to properly perform their function. See that committee decisions and recommendations are submitted to the Board of Directors and/or the Representative Assembly for approval, as appropriate. | | | | | |
| Directed production and management of all official publications, news letters and news releases. | | | | | |
| Directed the operation, maintenance and security of the headquarters facility, including leases, meeting rooms, internal and external functions. | | | | | |
| Coordinated the meetings of the Board of Directors, the Sectional Appeals Committees and the representative Assembly. | | | | | |

ADDITIONAL COMMENTS:

OVERALL PERFORMANCE APPRAISAL SUMMARY

| | | | |
|----------------------|-----------------|-------------------|------------------|
| Exceeds Expectations | Meets Standards | Needs Improvement | Not Satisfactory |
|----------------------|-----------------|-------------------|------------------|

FHSAA Board Member:

Signature _____ Date _____