



ANNUAL REVIEW OF EXECUTIVE DIRECTOR

An annual evaluation of the AzPTA's Executive Director's job performance shall be completed by the AzPTA Executive Committee. The Executive Committee shall:

1. Review and revise, as appropriate, the Executive Director's Annual Review evaluation tool in coordination with the First Vice President and one appointed board member by the President.
2. Administer the evaluation tool to the Board and Committee members, tabulate the results, and present the results of the evaluation to the Executive Director.
3. Obtain any comments of the Executive Director for purposes of inclusion with the Annual Review.
4. Submit any proposed salary adjustments to the Finance Committee Chair 30 days prior to the December Board meeting to obtain a recommendation relative to whether adequate resources exist in the subsequent year's operating budget for the adjustments.
5. Present the Executive Director's Annual Review and results to the Executive Board in Executive Session during the December Board meeting.