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## Process / Timeline:

Since 2010, the review process or at least that of collecting responses has been conducted in late November and early December. All responses are either sent directly to the Chair of the Board or to GMG's Executive Assistant. The responses are shared with the President & CEO, as well as, the Executive Committee reviews the entire collection of components and responses and speaks privately about their conclusions prior to holding a special review session of Executive Committee and the President & CEO. Those sessions occur in December and are continued and finalized during January and February.

The above process will be followed again in 2013 using the following timeline:

- November 21, 2013 – review the process with the Executive Committee at its monthly meeting
- November 25 – December 6, 2013 – all three of the Components will be administered (using e-survey tools) to their respective audiences
- December 10, 2013 – results compiled and distributed
- December 11 – 18, 2013 – Executive Committee reviews and discusses results
- December 19, 2013 – review session of the Executive Committee and the President & CEO
- January 9, 2014 – report to Board at its monthly meeting

## Components:

The value of the past evaluations has been the breadth of input and tools utilized to create a composite review not only rich in content, but able to identify congruency between reviewers and responses.

### **Component 1:**

#### **Questions for All Staff, 360° (GMG, VM, CCP)**

This included 10 open – ended questions (qualitative) that allowed all staff to confidentially provide thoughts and examples. These were then compiled into to one document for review.

### **Component 2:**

#### **Self-Review**

The question and reflection tool used last year should... (1) be reviewed / commented / reported on, and (2) completed again.

### **Component 3:**

#### **Board of Director's Review**

Incorporated as part of the Board's review process, board members are asked to respond to 5 quantitative questions related to key areas of responsibility, as well as provided an opportunity to offer comments to each. Additionally, board members are asked to respond qualitatively to the same two questions being asked about four other key groups (the Executive Committee, President & CEO, GMG Staff, and GMG the organization).