

NSLHA Executive Administrator Annual Review

Name _____

Year _____

Per the management agreement between NSLHA and NCSA, the management firm is responsible for providing services in the six areas listed below. This annual review reflects the NSLHA Board's assessment of the Executive Administrator's performance for the period January 1, _____ through December 31, _____.

	Excellent	Satisfactory	Satisfactory	Not Satisfactory	
Communication					
• Disseminates agendas & minutes	5	4	3	2	1 NA
• Circulates information to committees & regional reps	5	4	3	2	1 NA
• Publishes "Annual Report" for the convention	5	4	3	2	1 NA
• Distributes/documents results of surveys	5	4	3	2	1 NA
• Responds to requests in a timely manner	5	4	3	2	1 NA
• Responds to requests in a professional manner	5	4	3	2	1 NA
Revenue Generation					
• Implements plans to increase membership	5	4	3	2	1 NA
• Sends renewal notices in a timely manner	5	4	3	2	1 NA
• Disseminates information about NSLHA	5	4	3	2	1 NA
• Increases sponsorship for annual convention	5	4	3	2	1 NA
• Solicits exhibits for annual convention	5	4	3	2	1 NA
Secretarial Services					
• Answers phone, relays messages, maintains filing system	5	4	3	2	1 NA
• Provides accurate word processing services	5	4	3	2	1 NA
• Adheres to the NSLHA calendar of events	5	4	3	2	1 NA
Data Management					
• Keeps membership data current	5	4	3	2	1 NA
• Maintains current and accurate financial records	5	4	3	2	1 NA
• Records CEU's for members	5	4	3	2	1 NA
Conferences and Annual Convention					
• Handles local arrangements	5	4	3	2	1 NA
• Coordinates registration, exhibits, presenters	5	4	3	2	1 NA
• Collates and distributes evaluation information	5	4	3	2	1 NA
Meetings					
• Handles arrangements for Board meetings	5	4	3	2	1 NA
• Attends/contributes to Board meetings	5	4	3	2	1 NA

Comments