

Appendix A - Evaluations of Paid Staff
MPLA Executive Secretary

1. Provides prompt and timely responses via phone, email, and written correspondence to questions from officers, members and other stakeholders.
2. Maintains cooperative relationships with members of the board, committee chairs, other paid staff, MPLA members, and state associations representatives.
3. Establishes and maintains official MPLA mailing address.
4. Maintains membership records and sends materials to members.
5. Sets rates for subscriptions and advertising for the newsletter in consultation with the Newsletter Editor and the Administration Committee.
6. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
7. Maintains the current membership file
8. Upon request, provides the Registration sub-committee chair with a membership list prior to each conference.
9. Keeps membership records up to date, add fields and information to the database as needed, and deposit checks regularly, whether received by mail, by PayPal or by hand at conferences.
10. Maintains videoconferencing account (Zoom), schedules electronic meetings, and collects usage statistics.
11. Performs Administrator duties for MPLA's Facebook page.
12. Maintains a handbook for the Executive Secretary position that outlines the different tasks the position requires, the steps needed to complete them, the time they take, and an annual calendar of when assignments should be done.
13. Functions as the fiscal officer of the association.
 - a. Receives and accounts for all monies due and spent by the association.
 - b. Provides a monthly check register report to the President, Vice-President/President Elect, and Administration Committee Chair.
 - c. Provides budget reports at board meetings.
 - d. Deposits all receipts in the association bank or investment accounts within two weeks of receipt.
 - e. Maintains a money market account for the association.
 - f. Pays promptly all bills authorized by the Executive Board.

- g. Maintains paperwork necessary for the 501(c)(3) reports and incorporated status, including Charitable Organization reports and Federal Income tax quarterly and annual reports.
 - h. Serves on the Administration Committee.
14. Aids the Administration Committee in consultation with the President and Vice President/President Elect to prepare a tentative budget for consideration by the Executive Board.
 15. Reports on the financial and membership status of the Association at all Executive Board Meetings.
 16. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.
 17. Receives the financial report of the Conference Chair and distributes it to members of the Executive Board.
 18. Coordinates annual financial reviews and audits.
 19. Provides invoices as requested.
 20. Serves as a non-voting member of the Executive Board and attends every meeting.
 21. Sends committee preferences to the Vice President/President Elect as indicated by members on membership application forms.
 22. Receives the reports of the Nominating Committee indicating association candidates for officer positions.
 23. Sends lists of new members to Membership Committee Chair and President monthly.
 24. Sends lists of new members to Newsletter Editor for each issue.
 25. Provides membership information and participant payments to Leadership Institute Coordinator.
 26. Confirms receipt of Professional Development grant applications and reports.
 27. Reviews minutes as requested.
 28. Sends new board members orientation information.
 29. Coordinates with Awards Committee chair to order awards plaques and meal tickets.

30. Coordinates annual elections with Webmaster and Nominating Committee chair.
31. Prepares state membership lists for State Reps.
32. Assists with board meeting agenda preparation as requested.
33. Provides research to board members as requested.
34. Alerts President to problems or concerns that should come before the Board or Administration Committee.

Rating Scale

5.0 Exceeds expectations

Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.

4.0 Meets expectations

Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

3.0 Improvement needed

Performance did *not* consistently meet expectations. Performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the position's job responsibilities were not adequately fulfilled. A professional development plan to improve performance is attached, including performance progress benchmarks and timelines to measure progress in the coming year.

Summary statement of performance (4-6 sentences):

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