



# NAGC BOARD POLICY

Policy Manual – 5.2

Last Modified: 08/15/08

<b>POLICY TITLE:</b>	<b>Executive Director and National Office</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/13/08</b>
<b>PREPARED BY:</b>	<b>B. Clark, P. O-K</b>	
<b>POLICY AREA:</b>	<b>Article XII</b>	

## I. STATEMENT OF PURPOSE

This policy further defines the chief executive's authority and responsibilities in relationship to the NAGC Board, operations, staff, and the community as stated in Article XII, Sections 12.1 to 12.4 of the Regulations.

A person serving in the capacity of Executive Director of the National Association for Gifted Children must act at all times in the best interests of NAGC. The purpose of this policy is to provide a framework for the general areas of accountability, authority and responsibility of the executive director, and to help further clarify for the Board the duties and oversight associated with the execution of the mission, development of the programs, and the implementation of the vision for the organization.

## II. POLICY STATEMENT

### 1. Execution of the Mission and Strategic Goals

In collaboration with the Board of Directors, the president, officers, and other stakeholders, the Executive Director shall develop and monitor a multi-year strategic plan that furthers the mission and vision of the National Association for Gifted Children. Once the plan is in place, the executive director will annually oversee the development, implementation, and evaluation of identified programs and services that support the mission and direction of the organization. An annual budget will be developed in concert with the Board and Finance Committee to support these efforts.

#### Chief Executive – Board Partnership

The chief executive will work with the elected president to develop annual goals subject to board review and approval, identify key issues for board deliberations, and to ensure materials that facilitate board analysis of issues and decision making are provided for board meetings in a complete and timely manner. The executive director ensures that all agenda items for board deliberation have appropriate and adequate input from the relevant oversight committees.

The Executive Director is responsible for working closely with the Board of Directors to enact and further the mission and goals of the organization. Toward that end, the Executive Director is responsible for regularly reporting to the Board about the finances,

programs, and activities of the organization at scheduled Board meetings and communicating progress and concerns, providing updates and information, and soliciting feedback or assistance from Board members as needed in between Board meetings. The Executive Director organizes, oversees, and facilitates all aspects of Board meetings

## 2. Development of the Programs and Activities of the Organization

In cooperation with appropriate committees, task forces, and volunteers, the Executive Director shall implement, oversee, and support the development of those programs that have been approved by the Board of Directors and are needed to accomplish the goals, priorities, and direction of the organization. Through effective staff management, the Executive Director will also maintain and support the ongoing programs that are needed to continue the overall purpose, health, and professionalism of the association, such as,

- Developing and executing sound fiscal policies by: establishing a budget in conjunction with the treasurer and Finance Committee for review and approval of the Board; overseeing the adherence to the approved budget or facilitating approval of needed changes; incorporating new initiatives throughout the year that are presented to the Board for review and approval; and arranging and implementing a yearly audit of the fiscal affairs of the organization with the Board approving the auditor and receiving the audit results.
- Defining and supporting, with a charge given by the president and input from the Board of Directors, the work of volunteer bodies within the organization such as networks, committees and task forces and facilitating their progress toward established and approved goals in accordance with NAGC policies and procedures.

## 3. Representing NAGC to external publics including the media, potential alliance partners, federal and state legislators and education organizations.

The Executive Director actively ensures the positive representation of the organization and its programs and activities to the public through a planned program of marketing, public announcements, and careful oversight of the voices, positions, and issues that are brought to the public's attention and how these tasks are accomplished.

- Acting on behalf of the organization with the president, the officers, and the Board of Directors and other groups via attendance at meetings and participation in conferences and through communications with the press, government agencies, other advocacy organizations, and other NAGC constituents.
- Assisting and supporting the design of the annual conference and all other outreach events such as the NAGC Academies, and managing and overseeing all aspects of the implementation of these events.
- Acting as spokesperson representing the NAGC national perspectives and the policies, position papers, programs and priorities of the organization when

appropriate. With regard to issues of content, the Executive Director will refer inquiries to qualified members of the NAGC organization.

- Creating and maintaining associations and relationships that facilitate the mission and goals of NAGC, with approval of the Board of Directors.

#### 4. Management of the NAGC Office

The Executive Director is responsible for the hiring, supervision and evaluation of all NAGC employees in accordance with the policies and procedures of the organization. The Executive Director is also responsible for all aspects of the maintenance of the NAGC offices including equipment and service contracts, related to office functions and office space. The Executive Director is responsible for developing a staffing plan approved by the Board of Directors, which will support the mission and goals of the organization.

#### 5. Development of Policies and Procedures

The Executive Director shall work in collaboration with the Governance Secretary to identify policy that needs to be written or revised to support the work of the organization and assist in the writing of the policy as needed. The Executive Director shall work with NAGC staff, officer and committees to craft procedures to support NAGC policies. Some of the procedures may be in written form as deemed appropriate by the Board of Directors.



# NAGC BOARD POLICY

Policy Manual – 5.3

Last Modified:  
03/16/19

<b>POLICY TITLE:</b>	<b>Executive Director Performance Evaluation</b>	
<b>RESPONSIBILITY OF:</b>	<b>Board of Directors</b>	<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy sets forth the process for the Executive Director Performance Assessment and Review.

## II. POLICY STATEMENT

Per *ARTICLE XII of the NAGC Regulations*, a formal in-person assessment and review of the performance of the Executive Director shall be conducted annually by a Review Committee composed of a subset of the Board, including the officers.

The plan for the performance assessment and review, including the proposed timeline, will be developed in conjunction with the Executive Director and submitted to the Board for review and approval annually, prior to the review.

Assessment criteria and standards will be specified prior to the review. Criteria for the annual performance assessment and objectives to which the Executive Director will be held accountable include the previous year's evaluation, including any developmental expectations, the Executive Director's job description, Board policies that set expectations and limitations for the Executive Director, and NAGC's Strategic Plan and annual goals.

Monitoring sources for the annual performance assessment will include: the Executive Director's own written evaluation of his/her performance, reports submitted to the Board, information collected from staff who report directly to the Executive Director, and information gathered from others with whom the Executive Director interacts and whose perceptions impact organization performance. The Executive Director will be involved in selecting monitoring sources.

Approaches to the performance assessment and review may include surveys to various stakeholder groups, assessment of organizational annual performance goals and Strategic Plan accomplishments, and assessment of the Executive Director's strengths and weaknesses in the areas of major responsibility.

Findings from the assessment data will be presented to the Board and the Executive Director prior to the review meeting. The Executive Director will have the opportunity to comment,

respond, include other assessment information, and suggest developmental ideas prior to and during the review session.

Annual Performance Assessment & Review Activities:

- Develop/Revise Plan for Annual Performance Assessment & Review (Review Committee, Executive Director)
- Plan Approval (Board)
- Data Collection & Analysis (Review Committee)
- Performance Assessment Feedback Review (Board, Executive Director)
- Discussion of Performance Assessment Data & Analysis (Board)
- Performance Review Meeting (Review Committee, Executive Director)
- Future Goal Setting (Executive Director, Review Committee)



# **NAGC BOARD POLICY**

**Policy Manual – 5.4**

**Last Modified: 03/10/10**

<b>POLICY TITLE:</b>	<b>Executive Transition</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 11/10/10</b>
<b>PREPARED BY:</b>	<b>K. Stephens</b>	
<b>POLICY AREA:</b>	<b>Article XII</b>	

## **I. STATEMENT OF PURPOSE**

This policy clarifies the procedures that are to be implemented in the event of either the planned or unplanned departure of the Executive Director of the National Association for Gifted Children.

The purpose of this policy is to provide a plan to facilitate the transition to both interim and long-term leadership and ensure stability and accountability for the organization until new permanent leadership is identified.

## **II. PROCEDURES FOR TRANSITION**

In the event that the Executive Director of the National Association for Gifted Children is no longer able to serve in this position, the President, in consultation with the Board of Directors, shall do the following:

Within fifteen (15) business days appoint an Executive Transition Team to oversee the office operations, create a timeline for replacing the Executive Director, and determine whether an Interim Executive Director should be appointed.

This Team is not comprised of the same members as the Executive Director Search Committee; however, one or two members may serve in both capacities.

## **III. THE EXECUTIVE TRANSITION TEAM: COMPOSITION, ROLES, AND RESPONSIBILITIES**

The Executive Transition Team should be comprised of at least one member of the national office staff and two members of the Board of Directors. The tasks of the transition team have been divided into two, distinct categories: 1) tasks associated with the transition 2) preliminary tasks of the search process. It shall be the responsibility of this Team to implement the following preliminary transition timeline that includes these components:

- Establish essential oversight areas of the national office.

- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition—possibly an “interim executive director.”
- Develop process for interviewing and selecting a search firm (if applicable).
- Review the Association’s strategic plan and assess the Association’s strengths, weaknesses, opportunities, and threats.
- Identify priority issues that may need to be addressed during the transition process.
- Articulate attributes and characteristics that are important to consider in the selection of the next full time executive director, and revise/update a position description for the Executive Director.
- Establish a time frame and plan for the recruitment and selection process.
- Recommend key members of the Search Committee.
- Create a written plan for transition for presentation to the Board of Directors.

The Executive Transition Team will forward a written plan for transition to the Board of Directors for its vote and approval. The Board of Directors, in conjunction with the national office staff, will communicate the approved transition plan to stakeholders.