

## General Counsel Evaluation Form

Name: \_\_\_\_\_

Position: General Counsel

After each board member completes their individual rating, the entire board will discuss the collated evaluation form that will stand as the official evaluation for the personnel file. The Leadership & Evaluation Committee, along with the Chief Executive Officer, will sit down and advise the General Counsel on the outcome of the collective results.

**Completing the Form:** Each board member is to indicate the General Counsel's performance by selecting the rating of each job responsibility.

The following rating scale is provided to assist the evaluator in assigning the most appropriate measurement of the employee's performance factors, behavioral traits and supervisory factors.

- 5. = Excellent:** Almost always Exceeds the performance standard.
- 4. = Above Average:** Generally, exceeds the performance standard.
- 3. = Average:** Generally, meets the performance standard.
- 2. = Below Average:** Usually does not meet the performance standard.
- 1. = Poor:** Rarely meets the performance standard.

## General Counsel Evaluation Form

**Ratings of “Poor,” “Below Average,” or “Excellent” should include comments by the rating Board Members.**

### **Position Responsibilities**

### **Rating**

<p><b>District Relations:</b> Disseminates complete and accurate information equally to all members in a timely manner. Assists by facilitating decision making without usurping authority. Responds promptly to request, advice and constructive criticism.</p>	
<p><b>Official Duties:</b> Attends all regular and special meetings to ensure compliance with laws, rules, and regulations. Briefs the Board on important legislative matters.</p>	
<p><b>Policy Execution:</b> Supports the actions of the governing body after a decision has been reached, both inside and outside the organization. Reviews policy procedures periodically to suggest improvements to their effectiveness.</p>	
<p><b>Professional Skills:</b> Sets a professional example by handling the affairs of the public in a fair and impartial manner. Maintains knowledge of current legislation and case law affecting the practice of appropriate government code sections. Provides sound legal opinions to the District and District Administration.</p>	

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<p><b>Guidance:</b> Encourages teamwork, innovation and effective problem solving. Ensures legal inquiries are answered impartially and timely. Disputes/litigation are evaluated for resolution favorable to the District.</p>	
<p><b>Legal Representation/Counsel:</b> Provides quality information and advice to the district and to the CEO to assist with preparation of resolutions, contracts, and all legal matters.</p>	
<p><b>Additional Directors Comments:</b></p>	
<p><b>Job Responsibilities Total =</b></p>	
<p><b>Overall Rating = Total Responsibilities/6</b></p>	

<b>Meets Standards =</b>	<b>3 or greater</b>
<b>Does not meet standards =</b>	<b>Less than 3</b>
<b>Maximum Rating =</b>	<b>5</b>

Values	Rating
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<p><b>Leadership:</b> Actively promotes efficient operations and demonstrates high regard for personal ethics.</p>	
<p><b>Planning:</b> Recognized future needs and develops adequate plans to address long-term legal trends.</p>	

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Anticipates and analyzes problems to develop legal issues.	
<b>Ethics:</b> Maintains objectivity and independence necessary to provide effective and sound legal advice to the District and the District CEO.	
<b>Interpersonal Skills:</b> Displays enthusiasm, cooperation and willingness to adapt.	
<b>Accountability:</b> Takes ownership for the services and legal opinions provided to the District and the District CEO.	
<b>Additional Directors Comments:</b>	
<b>Values Total =</b>	
<b>Overall Rating = Total Values/5</b>	

<b>Meets Standards =</b>	<b>3 or greater</b>
<b>Does not meet standards =</b>	<b>Less than 3</b>
<b>Maximum Rating =</b>	<b>5</b>

*(Signatures on the following page...)*

# General Counsel Evaluation Form

## Board Members:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_