

Attachment A

Proposed Steps/Timelines ETF Secretary Evaluation Process & Supervisor/Manager Survey March 14, 2024

Month	Steps	Responsibility
March	Review supervisor/manager survey and Secretary evaluation documents.	Board
April	Finalize survey with input from Board and distribute electronic survey to supervisors/managers by 4/5. Compile supervisor/manager survey results and prepare summary; review by 4/29.	OTM Director HR OTM Director
May	Distribute draft supervisor/manager survey report to Executive Committee for review/comments by 5/6. Incorporate Executive Committee comments and finalize the supervisor/manager survey report by 5/10. Distribute final supervisor/manager survey report, Secretary Self-Evaluation and Secretary performance evaluation survey to Board by 5/13. Complete Board Secretary performance evaluation survey by 5/28.	OTM Director/ Executive Committee OTM Director/ Executive Committee OTM Director Board
June	Compile and summarize the Board's evaluation results and send results to the Executive Committee by 6/7 for review and comments. Distribute performance evaluation results to ETF Board prior to the June Board meeting by e-mail/Box/mail. Board conducts a performance evaluation review of the Secretary at the 6/20 meeting.	OTM Director OTM Director Board