

**Proposed Steps/Timelines**  
**ETF Secretary Evaluation Process and Supervisor/Manager Survey**  
**March 27, 2025**

<b>Month</b>	<b>Steps</b>	<b>Responsibility</b>
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 4/7.  Compile supervisor/manager survey results and prepare summary; review by 4/30.	OTM Director  HR OTM Director
May	Distribute draft supervisor/manager survey report to Executive Committee for review/comments by 5/8.  Incorporate Executive Committee comments and finalize the supervisor/manager survey report by 5/12.  Distribute final supervisor/manager survey report, Secretary Self-Evaluation and Secretary performance evaluation survey to Board by 5/15.  Complete Board Secretary performance evaluation survey by 5/30.	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 6/6 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 6/19 meeting.	OTM Director  OTM Director  Board