

Performance Evaluation

Treasurer

Evaluation Period _____

Role: to support the Board of Managers through the performance of tasks as outlined in the CCOA Treasurer Job Description and Procedures document

Evaluation Criteria:

Task	Needs Improvement	Meets Expectations	Exceeds Expectations
Works with minimal supervision			
Takes direction and re-prioritizes tasks as needed			
Appropriately identifies issues that need to be directed to Board			
Communicates effectively with Board liaison and President			
Communicates effectively with community members			
Processes member billing contact information accurately and in a timely fashion			
Participates in the budget preparation as part of the Finance Committee			
Pays vendor accounts on time			
Sends past due account notices in accordance with collections policies			
Provides the Board with quarterly financials			
Inform the Board of noticeable budget overages			
Follows procedures as outlined in Treasurer's job description			
Follows procedures for procurement of supplies			

Any evaluation other than "Meets" requires written justification

Date of Evaluation: _____

Evaluators Signatures: _____

Employee Signature: _____

Comments: