

**EXECUTIVE DIRECTOR STEERING COMMITTEE**

[Donald R. McIntyre](#), Chair (2021)  
 Christine Alvarado (2022)  
 Douglas F. Britton (2022)  
 Karen Schwean-Lardner (2023)  
 Tom E. Porter (2024)

**BOARD OF DIRECTORS' LIAISON:**

**Donald R. McIntyre**  
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**COMMITTEE CHARGES:**

- This committee is charged with the annual evaluation of the Executive Director, following a self-report of accomplishments and written responses to that report by the PSA Board. The responsibilities as outlined in the Procedures Manual form the basis of the evaluation. Because of the nature of the position and the need for the Executive Director to maintain the necessary flexibility to function appropriately in the best interests of the Association, the responsibilities have been broadly cast rather than minutely prescribed.
- Board members should be instructed that they may not have had the opportunity to observe first-hand some of the functions of the Executive Director and in that case should leave the respective item(s) blank; blanks are not included in the overall calculation.
- Based on Board input, the committee provides feedback to the Executive Director at the annual evaluation, which occurs during the Mid-Year Board Meeting.
- Revise the Executive Director consulting contract as needed for renewal

**RELEVANT INFORMATION FROM THE APPENDIX TO THE PSA CONSTITUTION:**

## APPENDIX H. SPECIAL COMMITTEES AND REPRESENTATIVES

17. **Executive Director (ED) Steering Committee.** This committee consists of the Past President (as Chair), the Secretary-Treasurer, the President, and the two vice presidents. Its responsibility is to provide input and guidance to the ED and to provide the ED with feedback.

**TIMELINE FOR EXECUTIVE DIRECTOR EVALUATION:**

**November 1:** Report of accomplishments prepared by the Executive Director; submitted to the committee chair.

**November 1:** Committee chair forwards the Executive Director report to the Board of Directors, with evaluation form, to be returned by November 15.

**November 15 – November 30:** Chair compiles responses and forwards to Committee.

**December 1:** Committee conference call to discuss compiled evaluations and to prepare final evaluation for discussion with the Executive Director at the Mid-Year Meeting

**Mid-Year BOD Meeting:** Committee prepares recommendation to Board regarding performance, contract renewal, salary adjustment, for the Executive Director. Committee meets with the Executive Director to review the evaluation. Any increase in salary is retroactive to January 1 of that year.

**RELEVANT INFORMATION FROM THE PSA PROCEDURES MANUAL:****2.3 Executive Director Evaluation Form**

**Purpose:** To properly identify the critical responsibilities of the position of Executive Director - Science and Industry Liaison (ED/SIL) of the Poultry Science Association (PSA) and to assist the Board of Directors of the PSA in their evaluation of the ED in meeting those responsibilities. It is recommended that these responsibilities be reviewed annually along with an ongoing assessment of the position. The evaluation form utilizes the ranking system of 1 – 5 which is in ascending order of satisfaction;

- 1 = unsatisfactory
- 2 = below expectations
- 3 = satisfactory
- 4 = very good
- 5 = exceptional performance.

Overall rankings of 1 or 2 are unacceptable.

Any item about which a Board member has insufficient information should be left blank and will not be included in the overall calculation. Suggested evaluators would be the members of the ED Oversight Committee, chaired by the Past President, and any Board member(s) actively involved with the ED on a regular basis.

- 1 2 3 4 5 Implementation of PSA’s Strategic Plan – development and coordination
- 1 2 3 4 5 Annual Meeting – Financial Oversight and Joint meeting communications
- 1 2 3 4 5 Sponsorship – identify and obtain sponsors for the annual meeting and other PSA initiatives
- 1 2 3 4 5 Development of monthly press releases (in coordination with Nathan May)
- 1 2 3 4 5 Communications with EIC to resolve publication issues and journal content
- 1 2 3 4 5 Develops collaborative opportunities with industry associations and academic societies whose mission is similar to that of PSA.
- 1 2 3 4 5 Keeps in regular communications with the PSA Director – Business Operations
- 1 2 3 4 5 Communicates regularly with the PSA membership to keep the membership informed on new initiatives and challenges.
- 1 2 3 4 5 Overall Ranking

Comments (Rankings of 1 or 2 require specific comment):

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