



**Performance Standards and Evaluation of the
Southwest Georgia Regional Commission**

S = SATISFACTORY
N = NEEDS IMPROVEMENT
U = UNSATISFACTORY
NC = NO CONCLUSION

FY22

This is the evaluation of the **Regional Commission (as an entity)** - please use additional page for comments if necessary.

PROGRAM MANAGEMENT	S	N	U	NC	COMMENTS
<u>Program Development</u> Maintains awareness of area needs and available resources.					
<u>Program Staff Performance</u> Ensures that local officials are satisfied with each program and that staff provides adequate services.					
<u>Strategic Planning</u> Develops benchmarks and timetables needed to meet required services and program obligations.					
<u>Compliance with State & Federal Requirements</u> Fulfills obligations of contracts and accomplishes activities in compliance with state and federal regulations.					
<u>Liaison</u> Maintains liaison with federal, state and local government organizations that impact RC programs.					
<u>Responsiveness</u> Responds appropriately and timely to local government technical assistance and program requests.					
FINANCIAL MANAGEMENT	S	N	U	NC	COMMENTS
<u>Internal Controls</u> Maintains compliance with the Commission's written policies and procedures.					
<u>Record Keeping</u> Maintains fund accounting records in accordance with state mandated requirements and generally accepted accounting principles.					
<u>Budget & Budgetary Controls</u> Prepares and presents a comprehensive and well planned annual budget for consideration by the Council and supervises expenditures throughout the year to accomplish goals and objectives of the Council.					
STAFF LEADERSHIP	S	N	U	NC	COMMENTS
<u>Recruitment of Qualified Personnel</u> Maintains a competent staff with training, education and other attributes sufficient to accomplish program goals and objectives in a highly professional manner.					
<u>Supervision of Staff</u> Provides for overview of staff activities and performance evaluation.					
<u>Staff Continuing Educaion & Training</u> Encourages and provides for continuing education and training as needed and appropriate.					
<u>Knowledge</u> Maintains knowledge of state and federal laws and programs pertaining to local government administration and community planning and development.					
INFORMATION NEEDED BY RC COUNCIL	S	N	U	NC	COMMENTS
<u>Timliness</u> Provides Council members information in a timely fashion as needed.					
<u>Council Meetings</u> Prepares appropriate agendas covering information and issues which need review or approval by the Council and maintains accurate records and minutes.					

Evaluator's Name: _____

General Comments:



Performance Standards and Evaluation of the SWGRC Executive Director

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FY22

This is the evaluation of the **Executive Director** - please use additional page for comments if necessary.

PROGRAM MANAGEMENT	S	N	U	NC	COMMENTS
<u>Program Development</u> Maintains awareness of area needs and available resources.					
<u>Program Staff Performance</u> Ensures that local officials are satisfied with each program and that staff provides adequate services.					
<u>Strategic Planning</u> Develops benchmarks and timetables needed to meet required services and program obligations.					
<u>Compliance with State & Federal Requirements</u> Fulfills obligations of contracts and accomplishes activities in compliance with state and federal regulations.					
<u>Liaison</u> Maintains liaison with federal, state and local government organizations that impact RC programs.					
<u>Responsiveness</u> Responds appropriately and timely to local government technical assistance and program requests.					
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INFORMATION NEEDED BY RC COUNCIL	S	N	U	NC	COMMENTS
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Evaluator's Name: _____

General Comments: