

NAME:

CURRENT POSITION IN CBA OFFICE:

EXPECTED HOURS PER WEEK:

- Full time (ca. 40 hrs.)
- ca. 30 hrs.
- half time (20 hrs.)
- part time (8-10 hrs.)
- on-call, as needed

HOW LONG HAVE YOU WORKED FOR CBA IN THIS OR A RELATED JOB?

YOUR JOB RESPONSIBILITIES IN THE CBA OFFICE, CHECK ALL THAT APPLY & PROVIDE ANY SPECIFICS THAT ARE RELEVANT (including how much of your time is devoted to that activity):

- Financial reporting, accounting
- Financial payouts to vendors, staff, others (please specify)
- Providing information relevant to activities and programs of the CBA in form of news-letters, Web-posting, correspondence with other groups or individuals who need to be routinely informed about CBA activities, policies
- Providing information about activities and programs of CBA in response to ad hoc inquiries by individuals, answering phone or email inquiries
- Providing information and assistance to the various individual officers of the CBA and editors of our publications
- Managing the work activities of others (either paid or volunteer), including (especially in connection with the annual meeting)

SUPERVISION AND ASSISTANCE IN JOB PERFORMANCE BY THE EXECUTIVE DIRECTOR. Please provide a rating for each category on a scale from 0 = obstruction (made the job harder); 1 = no help; 2 = satisfactory; 3 = good (helpful assistance, advice); 4 = very good; 5 = excellent (“saved the day”).

The ED has provided:

- ___ information required to enable me to perform my job
- ___ guidance and assistance in performing my routine responsibilities
- ___ guidance and assistance in dealing with unexpected crises and problems
- ___ timely responses to your suggestions

BRIEFLY INDICATE THE NATURE OF ANY UNEXPECTED PROBLEMS, HOW THEY WERE HANDLED BY THE EXECUTIVE DIRECTOR:

LOOKING TO THE FUTURE. As we go forward with our new administrative structures, we would be happy to hear any suggestions you have for improving the functioning of the CBA office and the role of the Executive Director.