Role of the Neighborhood Empowerment Advocate Evaluation ENC

Summary & Intent:  
This evaluation report card is designed to highlight the ENCs evaluation of how well its designated NEA serves the Encino Community. The evaluation will be completed at least once a year, prepared by the executive committee of the ENC, then submitted to the Full Board for review, comment, and acceptance prior to being sent out to DONE. It is the intent of this report card to indicate areas for commendation or improvement for our NEA/DONE Representative.

Performance Metrix Rated with the following grades unless otherwise stated.  
\*\*(based on EmpowerLA’s standards for NEAs)

Exceeds Expectation   
Meets Expectations   
Below Expectations (Requires Explanation or Plan for Improvement)

Representatives Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. General**

Does your NEA Rep…..

1.) Supporting election and selection administration

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

2.) Promoting civic participation in government and in the NC system citywide

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

3.) Providing technical, funding, organizing and logistical support for NC operations at NC

meetings, retreats, EmpowerLA Leadership Academy workshops or other opportunities

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

4.) Liaising with representatives from City electeds, departments, commissions and

community organizations to further the NC system

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

5.) Managing calls and emails for the NC Support Helpline

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

6.) Compiling information and preparing reports related to project goal implementation and

Achievement

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

7.) Respectful and show your appreciation of NC’s time and efforts.

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

8a.) Recommend options for Goals without “know better” attitude

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

8b. Did those options work if taken?

9a. Response to their calls and emails are timely. Expectation: calls and emails within 1-2 business days even if it is to say that you received their call or email and need more time to research an answer. Include was a reasonable amount of response time given? IE 1 week vs 1 year/no time given

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

9b. Were the responses accurate?

10.) Attend NC General Board Meetings? (standard is 100%)

\_\_\_\_100% \_\_\_90-<100% \_\_\_80-89% \_\_\_70-79% \_\_\_Below 70%

Total Attended\_\_\_ / \_\_\_Total Held

\*Secretary/Note Taker to mark on attendance sheet at meetings.

10a. If a Rep missed a meeting was it with notification of missing meeting?

10b. Did NEA attend other meetings/events? Were they requested by the ENC? By who?

10c. Did the NEA Follow up on missed meetings to see if any issues came up so you can provide assistance with a call or email?  
\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

**B. NEA Role at a NC Meeting** - Goal for a NC meeting is to support the NC in achieving their actions on the agenda.

Did the NEA….?

1.) Assist the NC prior to the agenda being prepared so that everything is in place by the time the item is on the agenda for important and/or time sensitive actions that the NC wants to take.  
 Example: Items requiring City Clerk and/or City Attorney’s Office on a funding or contract item.

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

2.) Review Agendas from NCs and ***inform*** them of errors to include but limited to posting requirements, Regular/Special, Date, Time, and Location, funding matters, event approvals, etc in a reasonable amount of time?

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

2b. Did the NEA provide options to correct?

\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

2c. Was any item tabled/delayed in action due to NEA error or omission? Describe & include dates.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2d. If an issue arose, did the NEA give accurate and correct information NOT contrary to any other agency?

\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

3.) Provide recommendation to the board along with the pros and cons, including consequences before a final decision was made by a board or committee on a specific item?

\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

Name the issue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3b. Did they conflict with NC’s bylaws and standing rules in case any procedural questions come up?

\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

3c. Does your NEA know NC Bylaws, standing rules, Roberts Rules?

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

4.) Does the NEA keep up with Certificates and Training of Board Members’?

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

**C. Meeting Conduct**

Does your NEA…

1) Respect meeting rules. Ex time limitations, speaks when recognizes by the chair, concise presentation

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

2) Acts professional to all members of the board and public? Greets Members?

\_\_\_\_ Exceeds Expectations \_\_\_\_Meets Expectations \_\_\_\_Below Expectations

Explain below per section here (include Item #)