

Board Policy Standards

Policy Type: Board Governance

Policy Title: Executive Director Evaluation

Policy Objective: The Board has a desire to ensure that its most senior employee is maintaining and developing required competencies (i.e., knowledge, skills, attitude) to meet job requirements, and that results are measured to agreed performance expectations, and recognition and reward occur where merited.

Policy Statement: The Executive Director's annual performance evaluation shall be completed each year within three months of the fiscal year-end by an Evaluation Team made up of the National President, Vice-President, Treasurer and Past President.

Policy Application:

- 1) The Evaluation Team is chaired by the National President.
- 2) The Chairperson is responsible for co-ordination of the annual performance evaluation.
- 3) The Executive Director will prepare an annual Activity/Achievement Summary based on approved results, performance indicators and annual objectives.
- 4) The Executive Director will send the summary along with a reminder to the Chairperson that it is time to commence the evaluation process in accordance with the policy of the Board.
- 5) In September of each year the Chairperson shall advise the Board that the Executive Director evaluation shall be completed by December 31. As part of the notice to the Board, all Board members are invited to forward any matters they wish the Evaluation Team to address with the Executive Director.
- 6) The Chairperson may also speak to senior staff/consultants and receive comments regarding development opportunities for the Executive Director.
- 7) The Executive Director will complete a self-evaluation and submit results to the Chairperson at least fifteen (15) days prior to the scheduled evaluation meeting. The evaluation is based on achievement of performance indicators and competencies necessary for the job.
- 8) The Evaluation Team will hold a meeting with the Executive Director to discuss findings and carry out an initial evaluation.

- 9) The Evaluation Team will meet with the Board to review findings and discuss future expectations.
- 10) The Evaluation Team will meet with the Executive Director to discuss findings and expectations and finalize the evaluation.
- 11) The Chairperson will document decisions arising from the performance evaluation.
- 12) The Chairperson will advise the Board when the evaluation has been completed.
- 13) The Chairperson will maintain the performance evaluation file for the Executive Director and pass it on to the incoming Chairperson after the Chairperson's term of office has concluded.

Associated Documents

None

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