**INTRODUCTION**

This policy sets out the general process and criteria the Board will use in evaluating the performance of the CEO.

**ROLES & RESPONSIBILITIES**

1. The Board will be responsible for approving the Board’s evaluation of the CEO, and all board members shall have an opportunity to provide input into the CEO’s evaluation.
2. The Executive Committee is responsible for coordinating the CEO’s performance evaluation using the services of advisors as appropriate.

**EVALUATION PERIOD**

1. The CEO’s performance evaluation shall be based on the 12 month period corresponding ending September 30th and the evaluation period is for the month of October.

**PROCEDURE & EVALUATION CRITERIA**

1. Prior to each Evaluation Period, the Executive Committee will meet with the CEO to review:
   1. Evaluation criteria against which the CEO will be evaluated at the end of the Evaluation Period.
   2. Any survey instruments to be used in the evaluation.
   3. Other measures or tools for evaluating the criteria established above.
2. It is expected that the evaluation criteria will include a range of criteria including:
   1. *Subjective criteria* such as leadership, general management abilities, and communication style.
      1. Such criteria will likely be assessed using surveys or interviews of board members and other parties who are in a position to assess the CEO (e.g. subordinates, key stakeholders of the agency, etc.).
3. *Objective criteria* such as achievement of specified investment or service delivery goals or targets, cost effectiveness, implementation of business or strategic plans, or successful completion of other agreed-upon tasks. Such criteria will likely be assessed on the basis of objective data, information, or observation obtained through independent means as necessary.
4. In establishing criteria or outcomes, the Executive Committee will attempt to ensure that:
   1. Where possible the criteria or outcomes are objective and measurable.
   2. The CEO has a reasonable degree of control and authority over the outcomes and has the necessary human and capital resources to effectively manage them.
   3. The criteria include outcomes over which the CEO can have a direct impact (e.g. stakeholder relations) and an indirect impact (e.g. member satisfaction).
5. Upon completion the Executive Committee will report outcomes of the evaluation to the full Board of Directors with recommendation of any further action (i.e. salary increase or disciplinary). The Board will vote annually on the recommendations.