

**POLICY TITLE: MONITORING PRESIDENT’S PERFORMANCE**

**Effective Date: November 25, 2006**

**Revised:**

---

***Policy Statement***

The primary purpose of performance evaluation is to improve employee competence and effectiveness.

The process of performance evaluation should:

1. Provide feedback, information, guidance and suggestions for personal and professional growth.
2. Be part of a growth plan which includes establishing expectations, evaluation of results, and identification of opportunities for development.
3. Provide information for the purpose of determining renewal or termination of employment, advancement on the salary scale, and recognition for outstanding performance.

The performance evaluation process will occur on an annual basis and consist of the following elements:

1. An assessment by the Board (template attached)
2. A self assessment.
3. A report to the Board on the results of the Board’s assessment.
4. A report by the President on the process, and/or the content of the report to the Board.
5. A semi-annual discussion between the President, Chair and Vice Chair/s of the Board to provide the President with a general understanding of any performance issues as perceived by the Board with the objective to resolve those issues in a proactive manner.
6. The final report to be included in the President’s file.

## ***Scope and Limitations of President***

Not applicable

## ***Information and Monitoring Requirements***

The Chair of the Board will annually name a subcommittee to carry out the President's performance evaluation. This subcommittee will be chaired by the Chair of the Board, shall prepare a report based on this policy directive, and shall report its findings to the Board. The Board subcommittee will be named no later than the February Board meeting of each year, so that the reporting requirements can be fulfilled no later than the May Board meeting.

- Report of Chair, and Vice Chair/s semi annual discussion with the President
- Annual performance evaluation report consisting of:
  - A self assessment completed by the President
  - A report of the feedback from Board members and direct reports using the attached or similar instrument. This report shall be discussed with the President at least one week prior to the report being made to the Board
  - A report provided by the President on the feedback received from the Board subcommittee.