

POLICY NUMBER: 2.00.220**EFFECTIVE DATE:** 9/19/13**TITLE:** Executive Director Performance Evaluation**SUPERSEDES:** 4/16/09**BOARD ADOPTION:** 9/19/13**APPROVED:** 

INTRODUCTION:

An important function of the Board is the oversight and supervision of the Executive Director. In order to ensure that this function is carried out effectively, the Board believes that formal evaluation procedures and practices are required.

POLICY:

The primary objectives of this policy are to:

- 1) Assist the Board in developing and communicating clear and meaningful goals and performance targets for the Executive Director; and
- 2) Ensure that the Executive Director receives useful and objective performance feedback from the Board on a periodic basis.

This policy provides a broad criteria and general process to evaluate the performance of the Executive Director annually. More specific criteria will be used to reflect the particular objectives and circumstances that may be appropriate in a given year.

Roles

The Board is responsible for evaluating the performance of the Executive Director. The Administrative Committee will coordinate the evaluation process.

The Board may retain a third party to provide support to the evaluation process, tabulate any questionnaires that may be used in the process, and maintain the confidentiality of such questionnaires or other written evaluations.

Evaluation Criteria

Evaluation criteria may include, but are not limited to:

- 1) Achievement of appropriate performance targets for the WSIB;
- 2) Implementation of the Strategic Plan or other specified business initiatives;
- 3) Implementation of Board policies and associated reports to the Board;
- 4) Leadership, management, and related qualities and skills;
- 5) Compliance with the Executive Director's Charter; and
- 6) Other criteria the Board may determine.

The Board will attempt to ensure that the criteria:

- 1) Are objective in nature;
- 2) Are measurable; and

- 3) Pertain only to outcomes over which the Executive Director has a reasonable degree of control.

The Board may use an evaluation form or survey to facilitate the receipt of Board member input on leadership, management, and related qualities and skills.

Evaluation Process and Timelines

The Administrative Committee will establish:

- 1) The proposed evaluation criteria and their relative weights for the Executive Director for the year being evaluated; and
- 2) Any proposed evaluation forms or surveys to be used in evaluating the Executive Director.

The Administrative Committee shall solicit the input of the members of the Board to determine if the performance of the Executive Director met the established evaluation criteria.

The Administrative Committee will review the performance of the Executive Director annually. The Executive Director will be present at the meeting and may participate in the discussion. The Committee reserves the right to hold any portion of the meeting without the Executive Director present.

The Chair of the Administrative Committee will distribute a written summary of the Committee's evaluation to the Board for discussion. The Board will review the Committee's evaluation, and the Executive Director may be invited to participate.

Upon completion of the Board's discussion of the evaluation, the Board Chair and the Executive Director will sign the written summary evaluation. The original, signed document will be placed in the Executive Director's personnel file. All copies of the completed Evaluation Forms received from Board members will be destroyed.

POLICY REVIEW:

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.