



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy: Executive Director's Performance Evaluation Committee Terms of Reference**

**Policy #: 2.5.2**

**Approval: April 2017**

**TERMS OF REFERENCE**

**Purpose:**

The Executive Director's (ED) Performance Evaluation Committee oversees the compilation and delivery of the ED's annual performance evaluation using the Annual Performance Appraisal and Development- Executive Director (APAD) process.

**Responsibilities:**

1. Ensure that a review of the ED's performance is carried out annually. The Committee is led by the Board Chairperson.
2. Ensure that the most recent performance evaluation (APAD) is reviewed with the ED with emphasis on the outcomes from the current years goals and the goals defined for the coming year.
3. With reference to the ED's Job Description and the Board's Strategic Goals, the Committee will ensure that:
  - a. The full ED evaluation is completed annually using the APAD process.
  - b. Ensure that the ED annually presents to the Board of Director's for approval the outcomes from the current years goals and the goals defined for the coming year as outlined in the APAD.
  - c. The ED provides the Board with a Mid-Year Review of the goals defined in the APAD with the aim of informing the Board of progress toward them and any significant issues which may impact the weighting of these goals or preclude successfully attaining the agreed outcomes.
  - d. Ensure that the critical dates identified in the APAD are adhered to by the ED and Committee.
4. Ensure the ED's Job Description, Board Policy 3.2 – Grievance against the Executive Director and APAD process are reviewed annually.

5. Ensure that APAD Section 3: Action Plan for Growth and Development is developed jointly, including the proposed use of annual Personal Development funding and any accumulated amounts to a maximum of \$7500, and mutually agreed upon by the Committee and ED.
6. Ensure that all self-evaluation aspects of the APAD are completed and reviewed with the ED by the Committee prior to the ED's presentation to the Board of Directors.
7. The Committee will present a report on the completed APAD to the Board of Director's (in-camera) including any recommended changes to the ED's remuneration and/or benefits package following the ED's presentation to the Board.
8. Ensure that any Board direction regarding the APAD review and any changes to the ED's remuneration and /or benefits package are discussed with the ED and administratively actioned.
9. Ensure that the ED's Personal Information and the APAD are handled in a confidential manner in accordance with Board Policy 2.4 – Confidentiality of Information.

**Structure:**

1. The Committee will consist of the Board Chairperson and at least two other Board members.
2. The Committee reports to the Board of Directors.
3. The Committee will meet in person, as required, to ensure the responsibilities described above and critical dates identified in the APAD are met.
4. The Committee may perform some of its responsibilities described above via electronic means (i.e. email) as agreed by the committee.

**Accountability:**

The Executive Director's Performance Evaluation Committee is accountable to the Board of Directors.

**Record of Amendment:**

<u>Revision #</u>	<u>Summary of Revision</u>	<u>Date Approved</u>
Rev 0		April 2017
Rev 1	Rewritten to reflect APAD Process	25 February 2020