

III. BOARD-EXECUTIVE DIRECTOR RELATIONSHIP

C. MONITORING EXECUTIVE PERFORMANCE

1. The Board shall be responsible for the systematic and rigorous monitoring of the Executive Director's performance.
2. The Executive Director's performance shall be monitored only for accomplishment of the Board's Ends policies and for compliance with the Executive Limitations policies.
3. Monitoring of the Executive Director's performance shall be systematic to enable the Board to verify it.
4. The Executive Director's performance may be monitored through the use of one or more of the following:
 - a. Internal Report

The report shall be a written and signed disclosure by the Executive Director of compliance information, in a fashion that is clear, unbiased, representative.

 - "Clear" means that the data are not submerged in unnecessary incidental information or unclearly worded.
 - "Unbiased" means that the integrity of the data must be demonstrable
 - "Representative" means that data are provided to monitor the complete policy being monitored, not just a part of it or a single implication of it.
 - b. External Audit

An impartial, external auditor, inspector or judge shall be selected by the Board to discover information pertinent to the Executive Director's performance as delineated by the Board's policies. This person shall provide a signed written report directly to the Board.
 - c. Direct Board Inspection

The Board, as a whole or by committee, shall, with the Executive Director's knowledge, undertake a direct inspection of organizational documents, activities or circumstances which allows a "prudent person" test of policy compliance.

Note: In every case, the standard for compliance shall be any reasonable interpretation by the Executive Director of the Board policy being monitored.
5. For regular monitoring, each Ends and Executive Limitations policy will be scheduled for regular monitoring using pre-determined methods.
6. Notwithstanding any scheduled monitoring, the Board may choose to monitor any policy by any method at any time.
7. Notwithstanding any scheduled monitoring, the Executive Director shall report in a timely fashion actual or anticipated noncompliance with any policy of the Board.

Criteria and Process for Evaluation of Executive Director's Performance

1. The Board shall establish an Executive Director Evaluation Standing Committee comprising three Board members. (see Bylaw 7.2.3.0)

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2. The evaluation year for the Executive Director shall be deemed to be March 1 to February 28 (29).
3. Objective setting: By the end of March in each year, the Committee shall, in consultation with the Executive Director, determine his/her objectives for the ensuing year

Note: The Executive Director's objectives may be derived from the current Strategic Directions and Goals, from the Executive Director role description, and from any Executive Limitations.

4. Mid-year review: At least once during the evaluation year the Committee will conduct a mid-year review of the Executive Director's performance and, if appropriate, modify the objectives established for the year.
5. Assessment: By the end of February in each year, the Committee shall, in consultation with the Executive Director, complete a formal assessment of performance during the prior year.
 - a. No later than the end of March of that year, the Committee shall make a written and verbal report to the Board. The assessment shall consist of:
 - i. a summary of previously gathered monitoring information on achievement of the Board's Ends policies and compliance with its Executive Limitations policies; and
 - ii. any additional monitoring information on specific objectives that were set at the beginning of the year, as adjusted during the year.
6. Compensation: Along with the assessment report, the Committee shall present for the Board's approval a recommendation for the Executive Director's compensation for the next fiscal year.

See Addendum: Questions That May Be Considered In The Evaluation