

NBLASC Board of Directors Executive Director's Performance Evaluation Policy

1. Background

- 1.1 The primary purpose of any performance evaluation is to improve employee competence and effectiveness.
- 1.2 The Board of Directors has the responsibility to evaluate the performance of the Executive Director on an annual basis. As per section 2.5.2 of the Terms of Reference of the Human Resources Committee, the Committee is responsible to recommend the process for Executive Director's performance evaluation to the Board.
- 1.3 The performance evaluation process should:
 - 1.3.1. Provide feedback, information, guidance, and suggestions for personal and professional growth.
 - 1.3.2. Be part of a growth plan that includes establishing expectations, evaluation of results, and identification of opportunities for development.
 - 1.3.3. Provide information for the purpose of determining renewal or termination of employment, advancement on the salary scale, and recognition for outstanding performance.
 - 1.3.4. Ensure that any meeting held to discuss the performance of the Executive Director, and any material related to the performance of the Executive Director, be strictly private and confidential.

2. Performance Objectives & Measurements

- 2.1. No later than the beginning of the fiscal year, the Executive Director will submit their proposed annual performance objectives and performance measurements to the Human Resources Committee for the next year. Performance objectives should reflect NBLASC's strategic priorities for the year, financial/FTE goals, and any substantial projects in which NBLASC may be involved.
- 2.2. As established in its Terms of Reference, the Human Resources Committee is responsible to review and recommend the Executive Director's annual goals and objectives to the Board.

3. Performance Evaluation Process

3.1 The evaluation process will proceed as follows:

- 3.1.1 Executive Director will complete a self-assessment for the fiscal year and will provide their self-assessment to the Board Chair and Human Resources Committee Chair who will ensure distribution to Human Resources Committee members.
- 3.1.2 The self-assessment will be shared and discussed with the Board Chair, Human Resources Committee, and the Executive Director at an in camera Human Resources Committee meeting.
- 3.1.3 The Board Chair and Human Resources Committee will meet in camera to discuss the self-assessment and add recommendations, if deemed necessary.
- 3.1.4 The Board Chair and Human Resources Committee will obtain input from individual Board members and may also obtain input from internal and external stakeholders.
- 3.1.5 The Board Chair and Human Resources Committee Chair shall meet with the Executive Director regarding the results of the evaluation.
- 3.1.6 The Board Chair and Human Resources Committee Chair will provide a draft report and any recommendations to the Board for in camera review and Board input.
- 3.1.7. The Board Chair and Human Resources Committee Chair will meet with the Executive Director to communicate the outcomes of the Executive Director's performance evaluation by the Board. The evaluation report and the related outcomes will be documented and signed by the Board Chair and the Executive Director and included in the Executive Director's employment file in a sealed envelope marked "Confidential. within thirty (30) days of Board approval. The Executive Director may include comments to the report.
- 3.1.8 Each year the Board Chair, Human Resources Committee and Executive Director will review the specifics of the appraisal process to be used for the Executive Director's evaluation. The Committee may choose, from time to time, to consult with appropriate internal and external stakeholders.
- 3.1.9 A semi-annual discussion between the Executive Director, Board Chair, and Chair of the Human Resources Committee to provide the Executive Director with a general understanding of any performance issues as perceived by the Board with the objective to resolve those issues in a proactive manner.

| | |
|-----------|--------------|
| Drafted: | May 13, 2024 |
| Approved: | May 31, 2024 |
| Amended: | |
| Approved: | |
| Amended: | |