

Board Governance Policy Manual

POLICY CATEGORY: BOARD-PRESIDENT RELATIONSHIP POLICY NUMBER: C05

POLICY TITLE: ASSESSING THE PRESIDENT & CEO'S PERFORMANCE

EFFECTIVE: JUNE 11/08 REFERENCE (MOTION): 401.C.6.2.1 (EST. OCT. 2005)

BACKGROUND

Assessment of the President & Chief Executive Officer's (CEO) performance is one mechanism that the Board uses to ensure its accountability, as prescribed in the Minister's Binding Policy Directive on Governance and Accountability (A.III), by verifying that the specified outcomes for the College are being achieved within the executive limitations defined in Board policy. Regular feedback between the Board and the President & CEO will provide informal, ongoing assessment of organizational results. However, the annual performance review provides a formal opportunity to assess and record achievement of goals and take appropriate corrective action, as necessary, where expected outcomes or quality of performance are not achieved. This policy outlines principles and procedures to guide the President & CEO's performance assessment.

POLICY STATEMENTS

- 1) The Board clearly defines its expectations of the President & CEO in the employment contract, performance plan, and Board policies. The employment performance of the President & CEO will be formally reviewed and evaluated on completion of six months in office, and, annually thereafter. Since the President & CEO is continuously accountable to the Board for organizational performance, the Board, through Board discussions and regular feedback from the Chair to the President, may provide an informal appraisal of the performance of the President and the College regularly.
- 2) The Board is solely responsible for assessing the performance of the President & CEO under the following guidelines:
 - a) The compensation program is to be designed to assist the Board to attract, motivate and retain a highly qualified President.
 - b) Link executive performance management to strategic and business plans.
 - c) Board to set clear expectations for the President & CEO.
 - d) Process to be transparent and actively involve the President & CEO and the Board.
 - e) Use appropriate and multiple information sources, including internal and external stakeholders, as necessary to obtain a clear picture of performance.
 - f) Evaluation of both what and how results are achieved.
 - g) Measure both quantitative and qualitative goals, using a meaningful and objective measurement scale.

h) Keep process flexible to adapt to unexpected and changing needs.

MONITORING

The Board of Governors has adopted the Executive Performance Management Program to establish and evaluate the performance of the President. This document will be amended as necessary to facilitate an efficient and effective performance review.

POLICY REVIEW DATE

SEPTEMBER 15, 2021