


Policy Name:	EXECUTIVE DIRECTOR PERFORMANCE EVALUATION		
Policy Number:	GOV-404	Formerly	BG-209
 West Elgin Community Health Centre	Creation Date: July 1996	Reviewed Date: June 2021	Approved by: Board of Directors

SUMMARY

The Board of Directors (the “Board”) of West Elgin Community Health Centre (the “Centre”) or a Committee of the Board will complete a formal performance evaluation of the Executive Director at least every 12 months under the leadership of the Chair of the Governance Committee. However, such formal evaluation will not replace the Board’s ongoing obligation to continually review the Executive Director’s performance throughout the year.

EVALUATION CRITERIA

The Executive Director’s performance evaluation will be based, in part, upon the following criteria:

- Has the Executive Director fulfilled their duties and responsibilities as set out in the job description for this position?
- Has the Centre met the terms and targets of the Multi-Sectoral Accountability Agreement (M-SAA) with Ontario Health?
- Is the Centre within its approved budget?
- Are the quality and quantity of the Centre’s programs and services improving?

How effective is the Executive Director in their relationships with the following stakeholders:

- Directors
- Staff
- Volunteers
- Clients
- Ontario Health and Ministry of Health Officials
- Other health and social service providers
- Media
- West Elgin and Dutton-Dunwich Communities

PROCEDURE

The Performance Evaluation will be conducted by the Vice Chair, supported by the Governance Committee, at least every 12 months. It is recommended that a 360 degree evaluation be completed every three years.

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The Committee will solicit input where appropriate, that could include Directors, members of the Centre, staff, clients and key stakeholders. The Vice Chair will be responsible for consolidating the responses into a single document to protect the identity of the source.

The Executive Director will supply the Vice Chair with the performance appraisal form, a copy of the Executive Director's position description, and the Executive Director's goals and objectives for the previous year, as approved by the Board, as well as their goals for the present year.

A meeting of the Governance Committee chaired by the Vice Chair of the Board will be convened, at which time the Committee will discuss the Executive's Director's performance and review the input provided during the consultation process. The Vice Chair will then complete a written evaluation of the Executive Director which will be reviewed and approved by the Committee as a draft for discussion with the Executive Director.

The Vice Chair will provide the Executive Director with a copy of the draft written performance evaluation and arrange a meeting to discuss it. At such meeting, the Executive Director will be asked to comment on the evaluation and elaborate on their activities, strengths and weaknesses and the manner in which their responsibilities were carried out. Any potential changes to compensation or benefits will also be discussed.

The Committee will incorporate the Executive Director's feedback, goals and objectives into the draft written performance evaluation and will submit the report, along with any recommended compensation changes, to the Board for approval. All discussions of the Board relating to this matter will be held in-camera.

As per legislation, a portion of the Executive Director's salary is to be linked to the organization's accountability agreement results. Through this process the Board will determine what portion of the held back salary will be released to the Executive Director.

Subject to any amendments that the Board may require, two copies of the final performance evaluation will be prepared and signed by the Vice Chair, one to be filed in the Executive Director's personnel file and the other to be given to them. If compensation is to be increased, the Governance Committee Chair will present a compensation statement to the Human Resources Officer/ Executive Assistant to update payroll.