


<b>Policy Name:</b>	<b>EXECUTIVE DIRECTOR PERFORMANCE EVALUATION</b>		
<b>Policy Number:</b>	<b>GOV-404</b>	<b>Formerly</b>	<b>BG-209</b>
 West Elgin Community Health Centre	<b>Creation Date:</b> <b>July 1996</b>	<b>Reviewed Date:</b> <b>May 2019</b>	<b>Approved by:</b> <b>Board of Directors</b>

## SUMMARY

The Board of Directors (the “Board”) of West Elgin Community Health Centre (the “Centre”) or a Committee of the Board shall 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 shall not be deemed to 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 shall be based, in part upon the following criteria:

- Has the Executive Director fulfilled his or her duties and responsibilities as set out in the job description or 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 his or her relationships with the following stakeholders:

- Directors
- Staff
- Volunteers
- Clients
- Ontario Health and Ministry 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 and it is recommended that a 360 degree evaluation be completed every three years.

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

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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 his or her 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 to it during the consultation process. The Vice-Chair will then complete a written evaluation of the Executive Director which shall be reviewed and approved by the Committee.

The Vice-Chair will provide the Executive Director with a copy of the draft written performance evaluation and arrange a meeting to discuss the results. At such meeting, the Executive Director will be asked to agree or disagree with the evaluation and elaborate on activities, strengths and weaknesses of the relationship and the manner in which the responsibilities were carried out. If compensation is to be discussed, this will be discussed with the Governance Committee and will be submitted for Board approval.

The Committee shall then provide the draft written performance evaluation to the Board, subject to any changes that it deems appropriate, following its meeting with the Executive Director, as well as the Executive Director's goals and objectives for the ensuing year and its recommendation as to any changes to the Executive Director's compensation or benefits for its approval. All discussions of the Board relating to this matter shall 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 him or her. 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.