

Policy # 12: CEO Evaluation – Draft v 2.2

The Board establishes the organization’s policies and delegates to the CEO the authority and responsibility to manage the organization. Evaluating the CEO is the Board’s primary responsibility. The Board will follow a formal, annual evaluation process. The bylaws say “The Personnel Committee is responsible for annually evaluating the CEO and reporting to the Board.”

The goals of the evaluation process are:

- **To ensure that the Board and CEO have a common understanding of the organization’s goals, job expectations, and evaluation criteria;**
- **To assess how well the organization is accomplishing its mission;**
- **To link CEO performance to the organization goals;**
- **To strengthen the board and CEO relations;**
- **To facilitate CEO professional and personal growth & development;**
- **To conduct the evaluation in a way that meets acceptable standards of fairness;**
- **To provide an objective, documented basis for CEO compensation.**

The elements of this policy include:

- **An up to-date job description;**
- **Annual CEO performance goals;**
- **Annual evaluation calendar;**
- **~~The UBCSS strategic plan;~~**
- **Input from every board member;**
- **Optionally additional input from the community, staff, and clients;**
- **A CEO self-assessment.**

The evaluation is confidential and should take place in a closed session. As part of the evaluation process the CEO will receive a written evaluation. The CEO will acknowledge receipt of the evaluation by signing a copy. This does not constitute CEO agreement with the evaluation. The Director of Human Resources will be given a copy of the evaluation in a sealed envelope for storage in a secure location.

Attachments:

- Annual evaluation calendar**
- CEO Job description**