

BOARD MANUAL

SUBJECT: President & Chief Executive Officer & Chief of Staff Annual Performance Review		NO.: 2-B-25
SECTION: Oversight of Management and Professional Staff		
APPROVED BY: Board of Directors		DATE: December 3, 2025

Policy

The Board shall be responsible for approving annual goals and objectives and undertaking the mid-year and annual evaluation of the President and Chief Executive Officer (CEO) and Chief of Staff (COS).

Annually, the CEO and COS shall develop draft goals and objectives in consultation with the Executive Committee for approval by the Board. Goals and the evaluation period are aligned with the organization's fiscal year. The CEO's and COS's year end evaluation shall be completed by June 30.

The Board delegates the responsibility to develop and oversee the evaluation process to the Executive Committee. The Executive Committee provides completed evaluations to the Board for approval. The evaluation process includes the determination of the at-risk compensation assigned to the achievement of the goals and objectives determined annually.

The comprehensive evaluation is undertaken annually and includes commentary on the:

- Achievement of the annual Quality Improvement Plan metrics
- Achievement of the Strategic Priority initiatives
- Achievement of the Operating Plan
- Achievement of the Capital Plan
- 360-degree feedback from selected evaluators (approved by the Executive Committee)
- Feedback from the Board
- Self reflection by the CEO and COS

Mid-year review: A mid-year review shall be conducted in November to assess progress and performance on the established goals, objectives, and metrics.

Year-end review: A year-end review shall be conducted between March and June to assess final progress and performance on the established goals, objectives, and metrics.

Date	Action
Goals and Objectives Development	
March	The CEO and COS shall prepare annual goals & objectives including quality improvement plan metrics, strategic priority initiatives and the operating and capital plans
March to May	Executive Committee shall review and recommend the annual goals and objectives to the Board including the allocation of at-risk compensation.
June	The Board shall approve annual goals and objectives and an at-risk compensation allocation.
Mid-year Review	
November	The CEO and COS shall prepare a mid-year assessment of the progress on their goals and objectives and provide to the Executive Committee.
November - December	The Executive Committee shall review the mid year assessment with the CEO and COS. The Board Chair shall solicit input from Board members. The Board Chair, the Vice Chair, or alternate shall meet with the CEO/COS to discuss the mid-year performance.
December/ February	The Board Chair shall update Board members on the discussion with the CEO and COS.
Year-end Review	
March	The CEO and COS shall submit suggested evaluators for their 360-feedback survey to the Executive Committee. The Executive Committee shall develop and approve the list of the evaluators and provide an update to the Board.
April to May	The CEO and COS shall compile a self-evaluation (using the 360-feedback survey), the year end assessment of their goals and objectives, and a draft at-risk compensation analysis (collectively referred to as the "year end documents").
May	The Executive Committee shall review the year end documents and develop a recommendation for at-risk compensation for consideration by the Board.
May	The Chair and Vice Chair shall discuss the year-end documents with the CEO and COS and provide feedback to the CEO and COS.
June	The Board shall approve the final year end evaluation and approve the at-risk compensation based on the achievements of the CEO and COS.
June	The Chair and Vice Chair shall provide the year-end evaluation to the CEO and COS.

DEVELOPED: November 30, 2011		
REVISED/REVIEWED:		
January 27, 2016	May 29, 2019	May 25, 2022
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