



Policy Number	013-B-2007
Policy Group	Board of Directors
Policy Name	Executive Director Performance Review
Date of Origin	June 2007
Date Amended	September 2014
Date Reviewed	November 2013, October 2015, November 2017, December 2019

PURPOSE To evaluate the performance of the Executive Director.

SCOPE Executive Committee of the Board of Directors

OBJECTIVE The objectives of the performance review are:

- Providing the Executive Director with valid and useful feedback on their performance;
- Reviewing and rating the performance based upon the core competencies of the position and using pre-determined performance objectives which are related to SUN's goals;
- Identifying organizational barriers to performance;
- Coaching for improved performance by clarifying expectations and/or providing training and development; and
- Establishing a meaningful and rational link between salary increases and performance, within the financial resources available to the organization.

PROCEDURE Following the completion of any probationary period on initial hiring, the performance of the Executive Director will be evaluated by the Executive Committee at least annually.

The Executive Committee will evaluate the performance of the Executive Director with regard to the core competencies of the position.

An appropriate Performance Evaluation Assessment will be completed and discussed with the Executive Director.

The Executive Committee will report to the Board of Directors on the results of the Performance Evaluation with any recommendations in the next regularly scheduled meeting of the Board or a meeting called for such purposes.