

<b>Category: BOARD POLICY: BOARD – CEO RELATIONSHIP</b>	
<b>Title: Performance Evaluation Process - President &amp; CEO</b>	<b>Reference Number: AB400</b>
<b>Approved by: PHSA Board of Directors</b>	<b>Last Approved: May 6, 2010 Last Reviewed: April 13, 2011</b>

## **I. INTRODUCTION**

- A.** The evaluation of the President and Chief Executive Officer (the “CEO”) is one of the most important responsibilities of the Board. The evaluation process provides a formal opportunity for the Board and CEO to have a constructive discussion regarding the performance of the Authority and the CEO’s leadership of the organization.
- B.** The Board works through the Governance and Human Resources Committee (the “Committee”) in implementing the evaluation process and the Board is involved in approving the CEO goals and the final evaluation.

## **II. BENCHMARKS**

The following documents constitute the benchmarks against which the review takes place:

- A.** Board approved terms of reference for the CEO.
- B.** A written statement of the CEO’s goals for the year as agreed to by the CEO and the Board at the beginning of each fiscal year.
- C.** PHSA CEO Performance Evaluation

## **III. THE PROCESS**

- A.** The Committee is charged with leading and implementing the CEO evaluation, including obtaining the input of all Board members.
- B.** The Committee reviews and the Board approves the CEO's goals.

- C. The CEO completes a self-assessment in written form. The Board members complete an assessment of the CEO in written form including the relationship questionnaire.
- D. The Board Chair consolidates the individual Board members' assessments and relationship questionnaires and presents the information to the Board.
- E. The CEO and Board Chair meet to discuss the performance evaluation.

**IV. TIMING AND RESPONSIBILITIES**

<i>Activity</i>	<i>Who</i>	<i>When</i>
(a) The CEO develops a set of goals that are reviewed by the Committee and approved by the Board.	- CEO - Committee - Board	April
(b) The CEO completes a self-assessment. Board members complete their assessments of the CEO and send to the Board Chair.	- CEO - Board Members - Board Chair	May/June
(c) Assessments, including relationship questionnaires are summarized by the Board Chair and reviewed with the full Board.	- Board Chair - Board	June/August
(d) CEO and Board Chair meet to discuss the performance evaluation.	- Board Chair - CEO	After August Board meeting
(e) Method of CEO evaluation to be reviewed and determined for the coming year.	- Board Chair - Committee	January

Policy Created on: June 13, 2002

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- June 11, 2008
- May 6, 2010