

# Chair, Vice Chair, and President & CEO Performance Evaluations Process

## Review Periods

Board Chair: May 1, 2024 through June 30, 2025 (14 month look back)

Board Vice Chair: May 1, 2024 through June 30, 2025 (14 month look back)

President & CEO: July 1, 2024 through June 30, 2025 (12 month look back)

## Stakeholders invited to complete Assessment forms (Results segmented by group)

For Chair:

- Chair (self-assessment)
- All board members & alternates
- Staff (President & CEO; Senior Director, Board Governance; Associate Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

For Vice Chair:

- Vice Chair (self-assessment)
- All board members & alternates
- Staff (President & CEO: Senior Director, Board Governance; Associate Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

For President & CEO:

- President & CEO (self-assessment)
- All board members & alternates
- Direct reports

## Stakeholders invited to Virtual Individual Interviews

For Chair:

- Subcommittee chairs and co-chairs
- Vice Chair
- Staff (President & CEO; Senior Director, Board Governance; Associate Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

For Vice Chair:

- Subcommittee chairs and co-chairs
- Chair
- Staff (President & CEO: Senior Director, Board Governance; Associate Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

For President & CEO:

- Chair
- Vice Chair
- Direct reports

## **Compilation of Feedback**

Assessment results will be reported by stakeholder group and compared to each other. Staff's numerical average ratings will only be shared for the President & CEO role as the population is too small for the Chair and Vice Chair positions to protect anonymity. Comments noted in surveys and in virtual individual interviews, will be summarized, with themes noted, without identification of the individuals providing specific the feedback.

## **Timeline**

December '24 Creation and discussion of new President and CEO performance review survey. Get Board Governance Co-Chairs, Board Chair, Vice Chair, and President & CEO input on new survey.

December '24 Board Governance Co-Chairs Meet with Susan

*Pat and Judy review the performance evaluation surveys for the Board Chair, Vice Chair, and President & CEO; the list of stakeholders who will be invited to do assessments and/or virtual interviews for the 3 roles; assessment questions; and timeline.*

1/24 Governance Sub-committee Meeting

*Discuss Chair, Vice Chair, and President & CEO processes, assessment questions, and timelines. Make changes as requested.*

1/24 Board meeting materials posted.

*Chair, Vice Chair, and President & CEO assessment questions, and process timelines posted in advance of ICOC meeting.*

1/30 Board meeting

*Board reviews Chair, Vice Chair, President & CEO assessment questions and process timeline.*

5/15 – 5/22 Scott to oversee the set up of 3 SurveyMonkey surveys with 9 distinct links

*Individual links to the 3 Chair, the 3 Vice Chair, and the 3 President & CEO stakeholder groups to their respective assessments are necessary to segregate results for the 3 reviews.*

5/23 Susan provide self-assessment links to Chair, Vice-Chair, and President & CEO for them to complete self-evaluations.

6/2 Due date for completed self-assessment to be submitted.

6/4 Board Governance Chairs' email to stakeholders launching evaluation processes.

*Will explain Susan will start reach out tomorrow, will remind them of value of the process, will ask for 100% participation, and will request candid feedback.*

- 6/5 Susan send emails to all stakeholders with their relevant SurveyMonkey links and Chair, Vice Chair, and/or President & CEO self evaluation information.  
*Request responses by June 16, 2025*
- 6/5 Susan send virtual meeting requests to to Board Chair, Vice Chair, Sub-Committee Chairs, President & CEO, Senior Director/Board Governance, Board Executive Assistant, and the President & CEO's direct reports.
- 6/6 – 6/19 Susan to conduct virtual interviews regarding Board Chair, Vice Chair and President & CEO's performances.
- 6/16 – 6/19 Late survey response window for input on Chair, Vice Chair, and President & CEO performances.
- 6/20 – 8/4 Susan compiles / analyzes results and creates performance review summaries.
- 8/5 Susan provides Chair, Vice Chair, and President & CEO written performance review summaries to Board Governance Committee Co-Chairs.
- August Susan meets with Governance Committee Co-Chairs to discuss performance review summaries and make edits as necessary.
- September Susan meets with Governance Committee members, Chairs (and the Chair, and Vice Chair for the two other than their own) to discuss performance review summaries.
- 9/25 Board meeting in which the Chair, Vice Chair, and President & CEO performance review summaries will be discussed.
- 9/26 – 9/30 Individual memos created for the Chair, Vice Chair, and President & CEO summarizing performance review results.
- October Performance review discussions held with the Chair, Vice Chair, and President & CEO.