



## POLICY

<b>Policy Area: Governance</b>	<b>Subject: Performance Appraisal</b>
<b>Title of Policy: CSBA Executive Director Performance Appraisal Process</b>	<b>Number: 4.2</b>
<b>Approved Date: August 11, 2020</b>	
<b>Effective Date: November 24, 2020</b>	<b>Revision Date:</b>

**1. Rationale or background to policy:**

- 1.1. The CSBA believes that the CSBA Executive Director should receive ongoing feedback on their performance/delivery of service requirements in a manner that is approved by the Board of Directors.

**2. Policy Statement:**

- 2.1. The CSBA believes that a strong performance appraisal process for the CSBA Executive Director will support a positive and effective working relationship with the CSBA Executive Director.
- 2.2. This policy is intended to:
- Ensure that the CSBA Executive Director is fulfilling the prescribed duties and responsibilities as outlined in the job description/contract and through Board direction;
  - Ensure that the CSBA Executive Director receives feedback on job/contract performance toward supporting personal professional learning and skills development;
  - Review the working relationship between the CSBA Executive Director and the Board of Directors, identifying the areas of strength and addressing any areas needing improvement.
  - Assess the CSBA Executive Director’s effectiveness in supporting goals outlined in the association’s Strategic Plan; and
  - Ensure that the Appraisal of Performance supports any potential salary/compensation increase.

**3. Procedures:**

- 3.1. For each performance appraisal period, the Board of Directors shall appoint an Evaluation Committee consisting of the CSBA President, two provincial Presidents who have served for all of the previous calendar year and two provincial Executive Directors. When possible, the members should come from different Member Associations and not serve on the committee for consecutive years.
- 3.2. The Board of Directors will determine annually what process and/or tools will be

- used by the Evaluation Committee to complete the CSBA Executive Director appraisal.
- 3.3. The purpose of the Evaluation Committee shall be to conduct an appraisal of the CSBA Executive Director's performance, and to report that performance back to the CSBA Executive Director and the CSBA Board as a whole.
  - 3.4. The Evaluation Committee shall use an evaluation survey instrument approved by the Board of Directors. (Sample instruments can be found in Appendix 5.7.1; 5.7.2) Additions may be made in consultation with the CSBA Executive Director.
  - 3.5. All members of the CSBA Board (Presidents and Executive Directors) shall receive the evaluation survey instrument a minimum of one month prior to the meeting at which it will be discussed, and provide their responses to the CSBA President within ten days. Responses are to be collected and collated by the CSBA President, who then prepares a draft Evaluation Report based on the survey input, and provides it to the Evaluation Committee for review at least one week prior to the spring board meeting.
  - 3.6. The CSBA Executive Director will submit a self-evaluation to the Evaluation Committee to be used in conjunction with the approved tools. In conjunction with the Board of Directors' meeting, the Evaluation Committee shall meet to discuss the draft evaluation report (as prepared by the President), and make any final revisions to the draft report.
  - 3.7. Following finalization of the draft report, the President shall meet with the CSBA Executive Director to review and discuss the draft Evaluation report. The CSBA Executive Director may offer suggested revisions.
  - 3.8. The CSBA President, in consultation with the Evaluation Committee, shall make any final adjustments to the Evaluation Report. The final Report, once approved by a majority of the Evaluation Committee, shall be submitted to the CSBA Board as a whole for review after being provided to the CSBA Executive Director.
  - 3.9. The CSBA Executive Director may submit a formal response to the Report, which shall be attached to the report. The CSBA Executive Director may also request to meet with the Evaluation Committee to discuss the Evaluation Report.
  - 3.10. The CSBA Executive Director may develop a professional growth plan that considers the most recent evaluation report. The professional growth plan shall be submitted to the President and Vice President for review. (Sample can be found in Appendix 5.8 CSBA Executive Director Growth Plan. The President and/or Vice President may assign specific items for inclusion in the professional growth plan. Progress on the professional growth plan shall be monitored by the President. The previous professional growth plan may be considered by the Evaluation Committee in the subsequent evaluation process.
  - 3.11. The performance appraisal must be completed prior to any increase in salary/compensation.
  - 3.12. All processes, materials and records associated with the evaluation process and report shall be considered confidential to the CSBA Executive Director and Board of Directors.
  - 3.13. A copy of the report and the growth plan will be maintained in a file held by the President and transferred to the subsequent President.

3.14. The Minutes of the Board of Directors meeting will include confirmation that the performance appraisal process was completed and the report and the growth plan received by the President.