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## Regional Board Policy

### CAO Evaluation Policy

<b>Category:</b>	<b>Policy Number:</b>	<b>Replaces:</b>	
<b>Type:</b> <input type="checkbox"/> Policy <input type="checkbox"/> Procedure	<b>Authority:</b> <input type="checkbox"/> Board <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Administration			
<b>Date Adopted:</b>	<b>Board Resolution Number:</b>	<b>Date to be Reviewed:</b>	
<b>Manner Issued:</b>			

#### **PURPOSE:**

To establish an annual process for the Board to provide feedback to the Chief Administrative Officer on their performance, based on established criteria involving leadership skills and the accomplishment of Board directives.

#### **POLICY:**

The Chief Administrative Officer (CAO) is the Board's one employee and as such, the Board will provide feedback on their performance with a view to continuing improvement. The performance review is intended as a communication tool and is not tied to the CAO's salary.

On an annual basis the Board shall review the performance of the CAO via a confidential survey (only the Board Chair and the Manager of Human Resources shall have access to the identity of the survey respondents).

#### **Criteria:**

In addition to the Board members' observations and interactions with the CAO, the CAO will set annual goals and report to the Board on them which will assist in the Board's CAO evaluation process.

#### **Timeline:**

In early May, the Manager of Human Resources (or their delegate) shall provide the survey link to all Board members and provide at least two weeks for completion. All Board members are required to complete the survey.

Form:

Questions will be in the form of a yes/no answer option with space for elaboration/comments at the end. Not completing a section or answers of “not applicable” will not be permitted.

Submissions will be confidential with the exception that the Board Chair and Manager of Human Resources shall have access to the respondents’ identities.

Board Chair’s Duties:

The Board Chair shall summarize the comments provided while maintaining the integrity of the confidentiality of this assignment and will review the overall results of the survey at an in-camera meeting of the Board without the CAO’s presence. Afterward, the Board Chair will meet privately with the CAO to provide feedback from the Board.

**\*\*\* END OF POLICY \*\*\***

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>