Sample CEO Evaluation Policy

# Policy

In the interest of building a strong working relationship and ensuring effective communication between the board of directors and the executive director, the board will conduct an annual performance review of the executive director. The primary purpose of the activity is to ensure that the board and the executive director are aligned with their goals and expectations. The board views the performance review as an annual opportunity to take stock of progress within the organization and talk about future goals. The performance review will consist of a self-evaluation created by the executive director, a survey of all board members, and periodic input from staff and community members.

# Procedure

* 1. The board chair will appoint an individual or small task force to manage the performance review and create a reasonable timeframe to include all aspects of the review.
  2. The task force will finalize the document(s) to be used for the review, based on a combination of the executive director’s job description and the annual goals from the strategic plan [Click here to insert additional items] . Every board member will receive a copy of the survey and be asked for input.
  3. The CEO will be asked to prepare a self-evaluation to be shared with all board members.
  4. Every [Insert preferred yearly interval. 3rd? 4th? 5th?] year, a complete 360-degree evaluation will be conducted, with input sought from staff and key stakeholders.
  5. The task force will create a report, summarizing the input from the survey.
  6. The executive committee will designate a time to discuss the results of the report with the executive director, documenting any recommendations or next steps from that discussion.
  7. If the board wishes to adjust the executive director’s compensation based on the outcome of the conversation, salaries paid to executive directors of at least 3 comparable organizations will be provided to the full board when deciding upon a salary adjustment.
  8. The full board will vote to approve the adjusted salary and the vote will be recorded in the meeting minutes.

Approved by the Board of Directors

DATE: