

Ingersoll Support Services Inc.

Policy: Performance Appraisal of the Executive Director

Policy # B 6
Section: Board Governance

Approved by the Board of Directors: March 19 2009
Procedure Revision: May 2012, September 15 2016
Reviewed and Effective: September 15 2017

Ministry requirement - yes

It is the responsibility of the Ingersoll Support Services Board of Directors to ensure that a bi-annual performance appraisal of the Executive Director is completed, unless required earlier.

Procedure:

1. The President of the Board of Directors will establish the performance appraisal process with the Board of Directors.
2. The Performance Appraisal report is to be signed by the Executive Director and the President of the Board, and provide the opportunity for the Executive Director to submit additional comments in writing.
3. The performance appraisal process will include the identification of performance goals and training needs for the coming year and be related to the annual strategic plan of the organization as per Policy B 2.1, Functions and Responsibilities of the Board of Directors.
4. Regular supervision will be provided to the Executive Director through the President.