

Bill Reid Foundation
Area: Relations Policies
Specific: Director and CEO Monitoring and Evaluation

Date Adopted: September 24, 2015

Reviewed: October 19, 2017

The Board will regularly monitor and evaluate the performance of the Director and CEO. The Board's governance policies constitute the foundation for the Boards' monitoring and evaluation of the Director and CEO. This includes compliance with the terms and conditions of the Director and CEO's and the specific breakdown of their "role and duties".

1. **Monitoring** is the ongoing observation of the Director and CEO's performance and processes in carrying out his/her role and responsibilities and adhering to the Board's Limitations Policies and the day-to-day operations of the Gallery.
2. The Board may acquire feedback through:
 - a. Director and CEO's reports to the board and from other communications to the board
 - b. Observation and interactions at various events both at the Gallery and or community functions
 - c. And through direct inquiry by designated Board members as directed by the Chair.
3. **Evaluation** is the annual performance appraisal to determine the extent to which the Director and CEO has achieved the Ends Policies and complied with the Limitations Policies. Normally, the following pattern of evaluation will occur:
 - a. Every second year, the Board will conduct a full formal performance appraisal of the Director and CEO.
 - i. This performance appraisal may be based on the Director and CEO's regular reports and Board minutes from the past year.
 - ii. Input sought from all Board members, Staff and Contract workers and volunteers.
 - iii. The Director and CEO will conduct a self evaluation
 - iv. The performance appraisal will also include a personal and professional development plan for the coming year, based on proposals made by the Director and CEO and any concerns or issues arising from the evaluation.
 - b. An informal evaluation by the Chair will take place in the years which no full formal performance review takes place.
 - i. Input sought from Board members
 - ii. Director and CEO will complete a self-evaluation
 - iii. If significant problems are noted a full review will take place immediately
 - iv. The performance appraisal will also include a personal and professional development plan for the coming year, based on the proposals made by the Director and CEO and any areas of opportunity arising from the evaluation.
 - c. Prior to the year when the Director & CEO's contract expires and is being considered for renewal, an evaluation will include both internal and external Foundation

“evaluators” – those familiar with the performance of the Director & CEO and the Foundation’s mission, vision and core values.

In summary, the performance evaluation cycle of a five-year contract should include 2 full performance evaluations. Each performance evaluation will have a signed acknowledgement of both the Director and CEO and the Board Chair.