ADRIA ED PERFORMANCE REVIEW PROCESS –Jan 7 2013

BACKGROUND:

- ADRIA Board policies state an annual ED performance review process should be undertaken.
- Since ED's commenced employment with ADRIA in April\May 2010, (a new 2 ED Model) a planned review of ED roles and responsibilities and ED performance reviews have not taken place.
- A contributing factor to the delay was the unexpected transition from AAMS to ADRIA in 2012
- The change resulted in an organization\staffing review (target completion March 2013)
- A review team was formed to develop an ED performance review process with ED's
- At a November20th meeting to discuss the process, both ED's indicated their intentions to leave their ED posts after the ADRIA AGM IN MAY 2012 . (This may mean no longer working with ADRIA or moving to a different arrangement – projects\contract etc.
- The Board is also considering new strategic directions and a revised business model for ADRIA

So why bother with a review process?

- A review of operational practices\priorities and ED job duties (including the 2 ED model)- will be important for ADRIA to complete its organizational review and staffing plan
- It presents a learning opportunity for *both* the Board and ED's - a positive and constructive check in process to help everyone moving forward and maintaining ongoing relationships.
- Provides information to be used for recruiting ED successors
- An opportunity for open communication and a clear understanding of roles and responsibilities and expectations will assist us in working together effectively in the next 4-6 months.

WHAT IS A POSSIBLE PROCESS? *(Target to be positive, meaningful and use time well)*

- Use the AAMS 2011 ED Job Description and Strategy Plan as key reference
- Adapt the Appraisal Reporting form *from the Muttart Foundation Hiring and Performance Appraisal of the ED Workbook (***See adapted form attached**) and use the 4 suggested questions
- Each Board member provides input to the Review Team (Using the form attached) for each ED and this feedback is summarized for sharing with each ED **(Target by January 25 ???)**
- Each ED also completes the form (by **January 25th)**
- The **review team (Joanne and Wendy - will compile the Board input and meet with Each ED individually** (January 28- 31) to discuss the review questions and flag ideas for future for Board or ED

Question: Do we want copies of anything shared? What documentation would you like to keep?

Note: the intent is open and honest communication – need to address confidentiality

ADRIA ED DRAFT REVIEW FORM

Key AREAS FOR REVIEW	What has the executive director done well?	What could be done better?	What could the board do to help?	What could the executive director do to make the organization better?
FROM JOB DESCRIPTION				
Board Interactions\Policy Implementation				
Financial Management				
Program Development \Management				
Human Resources Management				

Key AR[illegible]S FOR REVIE[illegible]	What has the executive director done well?	What could [illegible] done better?	What could the board do to help?	What could the exec[illegible]e director do to make t[illegible] organization better?
FROM STRATEGIC PLAN				
Enhanced Awareness\Reputation				
Strengthening Our Profession				
Org Structure & Business Model				