DRAFT POLICY FOR SECTION 4 and 5 – FOR DISCUSSION PURPOSES

4. ED PERFORMANCE APPRAISAL

Appraising an Executive Director's performance is synonymous with monitoring ADRIA's performance. The purpose of a performance appraisal is to ensure the efforts of the Executive Director are synchronized with the broader organizational objectives, with the goal of optimizing the performance of the Executive Director and providing the board with feedback from the Executive Director on the actual performance of the organization and the overall environment in which the Executive Director is working.

1. **Appraisal Committee**

    a. The President (or Presidents Designate?) and 1 member appointed by the Board no later than January??? in each year will be the Annual ED Performance Appraisal committee.

    b. The committee will complete the appraisal process as outlined below and will provide an ED Appraisal report for Board consideration and approval

2. **Appraisal Process**
    a. The annual performance appraisal of the Executive Director must be completed at least 45?? days prior to the AGM
    b. The review process will include the following, elements to support collection and sharing of appropriate information and generating constructive and open dialogue between the ED and the Committee:
        i. A comparison of the ED performance with the requirement s of the Ends (Policy Type 1) in a report completed by the ED
        ii. Confirmation ED performance has stayed within the Executive Director Limitations (see Policy Type: II), in a report completed by the ED
        iii. A review of the ED strengths and weaknesses in relationship to ED Deliverables, ADRIA Strategic Direction, and ED Competencies to be completed first separately by the Committee and the ED, and then discussed
        The review process in (iii) will include
            - Collecting and considering feedback from Board (and Staff?) members , and
            - where possible, a 360 degree feedback process involving one or more of the following groups: Members, Volunteers, Peers & Partners in the ADR community,. (In order to avoid complexity, feedback would ideally be solicited from a different group each year.)

Finalizing and Approving the Appraisal

1. The Committee will Prepare a written report based on the appraisal elements which will be shared and discussed with the ED. The Committee will submit a final written report for review and ratification by the Board. Once ratified this is the performance appraisal of the Executive Director.

   Should the Board choose to not ratify the report, they can direct such further actions as they deem appropriate.

2. Templates to support the appraisal process are attached in Appendix **????**

5. EXECUTIVE DIRECTOR COMPENSATION REVIEW

1. Executive Director compensation reflects the current and appropriate salary based on the geographic and the society market.
2. The Board determines the education, skills and core competencies required by an Executive Director of ADRIA and the appropriate market value and compensation
3. The regular setting of compensation does not preclude the Board recognizing extraordinary circumstances of Executive Director performance.
4. The Appraisal Committee will conduct the compensation review which will include the following:
   a. A review of the current ED contract terms and conditions
   b. A review of the required ED position requirements and qualifications
   c. A review of comparable compensation and benefits.

   The committee will engage the ED in this review process. The ED may be asked to assist in preparing the research for Committee consideration.

5. The committee will negotiate a contract with an Executive Director to mutual satisfaction.

6. The Committee will present recommendations to the Board regarding the continuation of the Executive Director's contract with a proposed salary on an annual basis prior to the AGM ***(45 days?)***