

The intent of this policy is to outline the regular and rigorous monitoring of the Executive Director job performance. This will be based on the organizational accomplishments of board-stated objectives, within the boundaries established in board policies.

Monitoring of the Executive Director is to determine the degree to which board-stated objectives are met. This fair and systematic assessment of organizational performance is to determine if a reasonable interpretation of the board-stated objectives are being achieved.

### **Monitoring Executive Director Performance:**

Monitoring of the Executive Director will be performed by the Board through the Executive Director's Performance Evaluation Committee. The Board will acquire monitoring information by any of the following methods:

1. **INTERNAL REPORT:** in which the Executive Director discloses information and progress reports on organizational performance, initiatives and/or board-stated objectives;
2. **BOARD DIRECT INSPECTION:** in which members of the Board assess compliance and interpretation of the board policies.

While monitoring the Executive Director, the Board will judge the board-stated objectives and compliance with board policies based on the reasonableness of interpretation and if the data/information presented demonstrates accomplishment based on the appropriate criteria.

### **Performance Management**

The Board, through the Chairperson, will ensure progressive performance of the Executive Director as outlined below. In the event that the Board determines the Executive Director has acted unlawfully, imprudently or in violation of accepted business practices, professional ethics and board policies, the Board must:

1. Ensure all board actions be consistent with IGNITE policies, Humber ITAL's Human Resources Policies and Procedures Manual, and the Employment Standards Act;
2. Provide the Executive Director with written notification of performance concerns (determined by a majority vote of the Board).

*Date adopted by Board: December 4, 2013*

*Date amended by the Board: October 22, 2014*

*Date amended by the Board: October 7, 2015*