



**Type:** General Management  
**Authority:** Board  
**Related Documents:** POL-120 Role of the Executive Director

**Preamble**

The Grey Bruce Hospice Inc. (GBH) Board is responsible for monitoring the performance of the Executive Director.

**Policy Statement**

1. The Executive Committee will be responsible for leading the Executive Director Performance Review process.
2. Annually the Executive Director will create a Performance Development Plan in consultation with staff members and with the Board of Directors. The Board of Directors will evaluate the Executive Director against the Performance Development Plan of the previous year.
3. Additionally, the performance of the Executive Director will be based on monitoring organizational performance (e.g. Annual Action Plans) and compliance with Board policies.

**120.01 ED Performance Appraisal**

1. The purpose of the evaluation is to determine the degree to which board policies and priorities are being met.
2. The performance appraisal may be conducted with the support of the Human Resources Coordinator.
3. The content of the Performance Appraisal will include:
  - a. Degree to which the Executive Director has complied with Board Policies.
  - b. Degree to which the Executive Director has achieved the Performance Goals outlined in the Executive Director's Performance Development Plan.
  - c. Degree to which the Executive Director has successfully led the Action Plan to success.
4. The Board will address any performance-issues as they arise as opposed to waiting for annual review.

**120.02 Review Cycle**

This policy will be reviewed at least every three years.

**Original Approval:** 11-27-2019

**Reviewed On:**

**Revised On:** 11-23-2022