

# Suggested Chair & Vice Chair Performance Management Review Process

## Review Period

Board Chair: March 28, 2023 through April 30, 2024

Board Vice Chair: January 26, 2023 through April 30, 2024

## Stakeholders invited to complete Assessment forms (Results segmented by group)

For Chair:

- Chair (self-assessment)
- Vice Chair and All Board Governance sub-committee members
- Remaining Board Members & Alternates
- Staff (Interim President & CEO or To Be Named full-time President & CEO; Senior Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

For Vice Chair:

- Vice Chair (self-assessment)
- Chair and All Board Governance sub-committee members
- Remaining Board Members & Alternates
- Direct Reports (Senior Director, Board Governance; and Executive Assistant to the Chair and Vice-Chair)

## Stakeholders invited to Virtual Individual Interviews

- Board Chair (to reflect on self-assessment & comment on Vice Chair performance)
- Board Vice Chair (to reflect on self-assessment & comment on Chair performance)
- Sub-Committee Chairs
- Professional level Direct reports of Chair & Vice Chair
- Interim President & CEO or To Be Named full-time President & CEO

## Compilation of Feedback

Assessment results will be reported by stakeholder group and compared to each other. Comments noted when Assessments were completed and comments surfaced in virtual individual interviews, other than those provided by the Chair and Vice Chair, respectively, will be summarized, with themes noted, without identification of the individuals providing specific feedback.

## Timeline

Early Feb Board Governance Co-Chairs Meet with Susan

*Pat and Judy weigh in on suggested review process for Chair & Vice Chair, stakeholders who will be invited to do assessments and/or virtual interviews, assessment questions, and timeline.*

2/12 Governance Sub-committee Meeting

*Discuss process, assessment questions, and timeline and make changes as requested.*

- 2/22 Board meeting  
*Chair & Vice Chair job descriptions, assessment questions, and process timeline posted in advance of meeting.*
- 2/27 – 3/11 Scott to oversee the set up of 2 SurveyMonkey surveys with 8 distinct links  
*Individual links to the 4 Chair and the 4 Vice Chair stakeholder groups to their respective assessments are necessary to segregate results for the 2 reviews.*
- 3/28 Board meeting  
*Review job descriptions and approve evaluation process, questions, and timeline*
- 3/29 – 4/1 Chair and Vice-Chair complete self-evaluations
- 4/5 Board Governance Chairs' request to Stakeholders to engage in process  
*Re-introduce Susan, explain value of the process, ask for their candid feedback*
- 4/8 Susan to send emails to all stakeholders with their relevant SurveyMonkey links and Chair and Vice-Chair self evaluation information.  
*Request responses by 4/19/24*
- 4/8 Susan send virtual meeting requests to Board Chair, Vice Chair, Sub-Committee Chairs, Interim or full-time President & CEO, and relevant direct reports
- 4/9 – 4/24 Susan to conduct virtual interviews
- 4/19 On-line assessment input period ends
- 4/20 – 4/24 Late response window
- 4/25– 5/21 Susan compiles/ analyzes results and creates 2 performance review summaries
- 5/21 Susan provides the 2 written performance review summaries to Board Governance Committee Co-Chairs
- Late May Susan available to meet with Governance Committee Co-Chairs to discuss performance review summaries
- Early June Susan available to meet with Governance Committee members to discuss performance review summaries
- 6/27 Board meeting in which performance review summaries will be discussed