

## Annual Performance Planning and Evaluation:

The purpose of this policy is to establish a strong evaluation process that is consistent and repeatable to strengthen the individual filling Executive Director position and the organization.

### Board Responsibilities:

1. It is the responsibility of the Board of Directors of the California-Nevada-Hawaii Foundation, DBA California-Nevada-Hawaii Children's Fund, to establish performance goals and evaluate the performance of the Executive Director of the organization. To discharge this responsibility, the board designates the Executive Committee to act on their behalf.

### Performance Planning

2. Prior to the October 1<sup>st</sup> each year, the Executive Committee shall prepare the goals by which the Executive Director's performance will be measured during the coming year. These performance goals must align with the Strategic Plan, be achievable, and be measurable.
  - A. Development of a performance plan for the Executive Director is the responsibility of Executive Committee not the President of the Foundation.
  - B. At a minimum, the Executive Director's annual performance plan should measure:
    - Leadership skills
    - Management skills - including operational management, and staff management (Hiring, Supervising, and Evaluating Performance)
    - Managing the organization's financial resources
    - Communication skills
    - Implementation of fundraising activities
  - C. Once the Executive Director's Performance Plan for the coming year has prepared and agreed upon by the Executive Committee, the plan shall be presented to the Executive Director by the Executive Committee either in-person or virtually. The Executive Director can either sign the Performance Plan as presented or negotiate changes and sign the revised Performance Plan. The President the Foundation will sign the final document on behalf of the Executive Community and the Board of Directors. The Executive Director and Executive Committee will each retain a copy of the performance plan.
  - D. At the first board meeting of the year each Director will be presented with a copy of the Executive Director Performance Plan.

### Performance Evaluation

3. Evaluating an Executive Director's performance should be an ongoing process. Therefore, the Executive Committee must review the Executive Director's Performance at least twice each year - at Mid-Year with a Progress meeting and Year-end Performance Evaluation, **which must be completed by October 1<sup>st</sup>**. The committee can review with Executive Director's progress towards meeting performance goals quarterly or monthly, if necessary. These meetings can be held either in-person or virtually.
  - A. Mid-Year, Quarterly or Monthly Progress meetings will be conducted by the President of the Foundation and 2 members of the Executive committee. A formal evaluation process is not necessary to conduct progress meetings. The Executive Committee

must be apprised of the topics to be discussed and any performance concerns prior to any progress meeting.

1. A record of this meeting must be formalized in writing with one copy going to the Executive Director and a copy retained by the Executive Committee.
- B. All members of the Executive Committee **and any employees who reports directly to the Executive Director**, must complete an evaluation of the Executive Director's performance. In addition, the Executive Director must submit a self-evaluation using the same format as the Executive Committee.
- C. The Executive Committee can select any format (numerical, narrative , or combination) that they wish to gather information for the Executive Director's Annual Performance Review. At a minimum, the Executive Director should be evaluated as either Exceeding, Meeting, Not Meeting expectation with a narrative to justify the Exceeding or Not Meeting expectation rating.
- D. The President of the Foundation can appoint one member of the Executive Committee, at their discretion, to compile the results of the committee members Executive Director's evaluations. A draft consensus of the Annual Performance Evaluation of Executive Director shall be prepared and presented to the committee for review and comment (the Executive Director's self-evaluation should be included for comparison). At least 1 week prior to the scheduled Annual Review Meeting an approved Annual Performance Evaluation must be completed.
- E. The President of the Foundation, **Vice President and one Director member of the Executive Committee, will meet with the Executive Director to review his/her performance as it relates to his/her goals over the previous year.** Any issues and/or weakness will be discussed at this time.
1. The Annual Performance Evaluation and any corrective action plans will be signed by the President of the Foundation and Executive Director
  2. A copy of the signed Annual Performance Evaluation will be given to the Executive Director with the original being retained in his/her personnel file.
- F. During the first board meeting of the year the President of the Foundation will provide an overview of the Executive Director's performance during the previous year to the board, plus a salary recommendation.