

## Sample Policy Format

Urban City Community Foundation Policy

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### **Executive Director Appraisal**

**Policy Level:** Board

**Approved:** June 12, 2005

**Approved by:** Board of Directors

**Policy No:** B-03-14

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#### **Purpose:**

It is the Board's responsibility to appoint a qualified and competent individual as Executive Director. On an ongoing basis the Board oversees the Executive Director's performance and supports him/her to strive for excellence in his/her role. As part of this process the Board conducts a formal annual performance appraisal of the Executive Director.

#### **Scope:**

Executive Director, Board of Directors.

#### **Policy:**

There will be a written job description which clearly reflects the responsibilities of the Executive Director. Each year, a list of performance objectives will be established for and with the Executive Director.

The Executive Director performance appraisal will be based on the job description and the achievement of performance objectives.

A mid-year formal evaluation including the status of progress towards performance objectives may take place.

#### **Responsibility:**

The appraisal will be lead by the Board's Executive Committee. The Executive Director will be an active participant in his/her own appraisal. Input may be sought from other members of the board, staff members and outside stakeholders.

**Consequences:**

This policy will help to ensure good communication regarding expectations, between the Board and the Executive Director. This policy also aids the Board in fulfilling its responsibilities to ensure effective operations of the Foundation.

Conversely, failure to follow this policy may result in a breakdown of communication or less than effective monitoring of the organization by the Board of Directors.