

Chapter:	Governance & General Administration		
Title:	Monitoring Executive Performance		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CEO/Designee	Adopted Date: 05.2023 Review Date: 05.2023	Related Policies: Strategic Plan Delegation to the CEO and Executive Limitations

Purpose:

Monitoring executive performance is synonymous with monitoring organizational performance against Board policies, strategic priorities and executive limitations. This policy sets forth the expectation for annual Board evaluation of the Hopeful Horizons' (HHs') Chief Executive Officer (CEO).

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified: Chief Executive Officer
 HH Board Members HH Volunteers
 Other: Sub-contract Providers

Policy:

HHs' Board shall monitor CEO performance annually and throughout the year. The performance review shall give consideration but is not limited to:

- A. **Internal Reports:** Disclosure of compliance and performance information to the Board from the CEO including:
- Financial reports
 - Strategic plan monitoring
 - Outcome reports required by funders
 - IRS 990
 - Fund development activities and outcomes
 - Stakeholder engagement and satisfaction results
 - Progress toward achieving executive goals
 - CEO routine updates and communications
 - Other organizational performance metrics and reports as required by the Board
- B. **External Reports:** Disclosure of compliance and performance information by external auditors, reviewers or other persons or entities external to the institution including:
- Fiscal audit reports
 - Accreditor reports
 - Reports from independent legal counsel as required by the Board
 - Other third party reports of performance and/or compliance as required by the Board
- C. **Annual Review:** Annually and in coordination with the Board Chairperson, the Human Resources (HR) Specialist will initiate a Board survey to include the following areas of CEO performance:
- Board Relations

- Leadership and Planning
- Stakeholder Relations
- Fiscal Accountability and stewardship
- Personnel and Contract Management
- Adherence to executive limitations
- Judgement and Professionalism
- Prior year goal accomplishment

Concurrently, The CEO shall complete a self-assessment using the same tool and criteria. The HR Specialist shall summarize Board feedback and provide it to the Board Chairperson. The Board Chairperson shall present conclusions and findings to the CEO and consider the CEO self-assessment for any modifications.

- D. Annual Goals: The Board Chairperson and CEO shall establish annual goals for executive performance. The goals shall be informed by existing sources of performance monitoring, the organizations strategic plan, or areas identified as requiring improved performance.
- E. Board Review: The summary report of the annual evaluation of CEO performance shall be shared with the full Board for information. Any further Board discussion about the CEO’s performance shall occur in a closed session of the Board.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process.

Definitions:

1. IRS Form 990, Return of Organization Exempt from Income Tax: Form 990 is a federal financial information statement used to regulate tax-exempt organizations and ensure they are not abusing their tax-exempt status.

Other Related Materials:

Strategic Plan
 Strategic Plan – Board Monitoring Reports
 IRS Form 990

References/Legal Authority:

[How to conduct a Chief Executive Performance Assessment in 10 steps, BoardSource, 2022.](#)
[Evaluating Executive Performance, 501 Commons, 2023.](#)
[How to do an Executive Director Performance Evaluation, BoardEffect, April 2016.](#)
[Executive Director Evaluation Survey Form, Practical Tools and Tips for Nonprofit Boards, blueavocado, November 2011.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
5.2023	New	N. Miller, Prog. Eval. Consultant