POLICY:	POLICY No.
President/CEO Evaluation	**B-11**
EFFECTIVE DATE AS OF: **October 22, 2024**	PRIOR VERSIONS: **February 28, 2023** **August 16, 2021** **June 28, 2016**

1. Policy Purpose:

The purpose of this policy is to provide a clear process to evaluate the President's performance.

2. Policy:

Regular evaluation of the President is one of the most important responsibilities of the Board of Governors. The evaluation process provides a formal opportunity for the board and the President to have a constructive discussion regarding the performance of the Institute and the President's leadership.

The board clearly defines its expectations of the President's role through Policy B-9. Assessment of the President's performance shall be based on the overall achievement of the Institute's performance and the President's ability to execute strategies to support the board's mission, vision and value statements, strategic and business plans, supporting policies, and general operations of the Institute.

Regular feedback between the Board Chair and the President will provide for informal, ongoing assessment of organizational results. The annual performance review provides a formal opportunity to assess and record achievement of goals, establish action plans and make performance adjustments as necessary.

Led by the Chair, the board will complete an annual comprehensive performance review of the President by no more than four months after the close of the fiscal year, or in conjunction with receipt of the organization's annual audited statements. The process, goals and Key Performance Indicators will be agreed upon between the Board Chair and the President.

Members of the board are solely responsible for assessing the performance of the President and as such, the Chair of the Board will ensure that all members have an opportunity to provide input including the completion of a formal feedback instrument.

As part of the performance evaluation process, the President is required to complete a self-assessment. In addition, the board may choose to obtain input from other sources including internal and external

groups.

The President will meet with the board and provide an annual report that highlights the material events of the year and future directions. The board will engage the President in discussion and provide any desired feedback.

The President may provide a written response to the final evaluation to the board through the Chair. The report will be confidential, and a copy placed in the President's personnel file.

References:

The Manitoba Institute of Trades and Technology Act – Section 9

MITT Board of Governors Policies:

B-9 The Role of the President and CEO
B-10 President Expense Policy