



Series: Board Governance COA: GOV
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Policy Name: Executive Director Appraisal Process
Policy Number: GOV BC 1004
Revision #/Date: (1) 04/19/2013, (2) 1/04/2017
Reviewed Date: 09/09/2020
Effective Date: 09/01/2010

Applicable to: Board of Directors and ED

SUBJECT: Executive Director (ED) Appraisal Process

PURPOSE: To define the process by which the Brevard C.A.R.E.S. ED will receive an annual performance evaluation.

PROCEDURE: In accordance with Brevard C.A.R.E.S. Governance Policy and the Agency Human Resources Procedures, the ED will be evaluated annually. This evaluation will consist of a performance appraisal which details the essential job functions and rationale addressing the evaluation of the performance, a review of the goals from the past year and the establishment of newly proposed goals.

Review Procedure

Annually during the anniversary month of the ED employment start date or at the designated Board meeting, the ED will receive an annual performance evaluation.

During the scheduled Board meeting 2 months prior to the annual performance appraisal, the Brevard C.A.R.E.S. Board Chair will distribute to the Board members a copy of the ED Performance Appraisal tool.

Board members will be given 30 days to complete and return the appraisal to the Brevard C.A.R.E.S Board Liaison or designee who will compile and aggregate the responses as well as consolidate the report.

The Brevard C.A.R.E.S. Board Chair will then arrange a meeting with the ED prior to the upcoming Board meeting to review the information contained in the aggregated evaluation, to assess measurable performance target achievement, to propose new annual goals and performance targets, and to obtain feedback from the ED.

The consolidated performance appraisal will be distributed to the Board members 1 week prior to the scheduled Board meeting. At the designated Board meeting the Brevard C.A.R.E.S. Board Chair will present the aggregated evaluation to the Board membership along with the proposed goals and targets for the upcoming year.

Brevard C.A.R.E.S, Inc. Policy and Procedure Manual

The Brevard C.A.R.E.S. Board Chair will present to the Board of Directors any recommendations for merit related increases and/or adjustments to the ED salary and benefit package in accordance with the approval of the BFP CEO and/or Board. Any recommended adjustments to the ED salary package will be in accordance with the Brevard Family Partnership salary administration plan and in an equitable fashion to that of all employees.

Brevard C.A.R.E.S. ED Employment Agreement

BFP may elect to establish an Employment Agreement with the ED to be presented and approved by the C.A.R.E.S. Board as a means to define the terms, limits and nature of the relationship. The Agreement may outline salary and benefit arrangements, merit related opportunities, and other appropriate terms and conditions of the employment relationship between the ED and Brevard C.A.R.E.S.

Approved by the Brevard C.A.R.E.S. Board of Directors September 9, 2020


AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



DAN RODGERS
Board Chair

Signature Date: 09/09/2020



KATHRYN PARKER
Executive Director

Signature Date: 09/09/2020