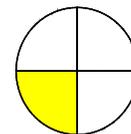


## Board of Directors Monitoring Report



**Policy Type:** Board – Executive Director Relationship

**Policy #:** BEDR6

**Policy Name:** Monitoring Executive Performance

**Page #:** 1 of 2

**Monitoring:** October 14, 2021

Systematic and rigorous monitoring of Executive Director job performance will be solely against the only expected Executive Director job outputs: organizational accomplishment of Ends and organizational operation within the boundaries established in Executive Limitations.

1. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled and to ensure Executive Director Performance. Information which does this will be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future rather than review the past.
2. Any given policy may be monitored in one or more of three ways:
  - 2.1. Internal Report:

Disclosure of compliance information from the Executive Director on criteria that are sufficiently clear, unbiased, and representative to cause a Board majority to be confident that a reasonable interpretation of Board policy has been achieved.

    - 2.1.1. “Clear” means that the data is not submerged in unnecessary incidental information or worded unclearly.
    - 2.1.2. “Unbiased” means that the integrity of the data must demonstrable.
    - 2.1.3. “Representative” means that data is provided to monitor the complete criterion, not just a part of it or a single implication of it.
  - 2.2. External Report:

Discovery of compliance information by a disinterested, external auditor; accreditation review; or, inspector or judge who is selected by and reports directly to the Board. Such reports must assess Executive performance only against policies of the Board, not the external party unless the Board has previously indicated that party’s opinion to be the standard.
  - 2.3. Direct Board Inspection:

Discovery of compliance information by a Board member, a committee, or the Board as a whole. This is a Board inspection of documents, activities or circumstances directed by the Board which allows a reasonable test of policy compliance. Such an inspection is only undertaken at the instruction of the Board, and with the Executive Director’s knowledge.
3. In every case, the standard for compliance shall be any reasonable Executive Director interpretation of the Board policy being monitored. The Board is the final arbiter of reasonableness but will always judge with a “reasonable person” test rather than interpretations favoured by Board members or even the Board as a whole.

4. Upon the choice of the Board, any policy can be monitored by any method at any time. For regular monitoring, however, each Ends Statements and Executive Limitations policy will be classified by the Board according to frequency and method.
5. A formal evaluation of the Executive Director by the Board will occur every (2) years based on the achievement of the Board's Ends Policies and non-violation of its Executive Limitations policies. This formal evaluation will be conducted by cumulating the regular monitoring data provided during two years and the Board's recorded acceptance or non-acceptance of the reports and identifying performance trends evidenced by the data.

**Board Met Expectations as evidenced by:**

The board regularly monitors all board governance policies in accordance to the policy review schedule. The Executive Director provides regular reports to the board to demonstrate organizational compliance with the ends and operational expectations with the executive limitations. In 2019 the organization achieved full accreditation from the Canadian Centre for Accreditation as well as the Accreditation from Credit Counselling Canada. The board conducts a formal performance appraisal of the executive director every two years in accordance with this policy. The last performance appraisal was completed in Dec. 2020.

**Area for improvement as evidenced by:**

No area for improvement noted at this time.

**Is the policy still current and relevant?**

This policy is still currently and relevant

**Recommendation about whether the Policy should be revised. (Explain):**

Respectfully submitted by: Renée Monsma on October 14, 2021