# POLICY

**Purpose**

This policy directs the process for the CEO’s performance review. The purpose of the performance review is to provide the CEO with insights into what is working well and what could be improved. The performance review will be objective, fair, and valuable.

**Outline of Process**

This process aims to ensure a thorough and informative review of the CEO's performance, promoting ongoing development and alignment with TAL's objectives.

1. The Annual Review of the CEO's performance will typically be completed in the first quarter of the year.
2. The Chair and another Director, usually the past Chair or the Vice-Chair (referred to as the Review Committee), will work with the CEO to complete the Annual Review.
3. The CEO will prepare a self-evaluation that considers the position description, goals set in the previous year (if applicable), strategic plans, and any other relevant factors. This self-evaluation should include a professional development plan for the upcoming year.
4. The Review Committee will assess the CEO's performance based on the goals set in the previous year and/or the CEO's job description. This evaluation may include but is not limited to, financial statements, information gathered from board meetings, feedback from board members and TAL members, and insights collected from skip-level meetings.
5. The Board Chair will synthesize this information, and the Review Committee will meet with the CEO to discuss the comparison between the CEO's self-evaluation and the synthesized information.
6. Following this discussion, the CEO will prepare a set of goals for the upcoming year, which will also include professional development goals to address any issues raised in the interview.
7. A summary of the Annual Evaluation will be provided to the Board in a closed session.

**RELATED DOCUMENTS**

* *CEO Job Description*

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