

Executive Director Evaluation Policy

1. **PURPOSE:** The Executive Director of the Siena Francis House (the “Nonprofit”) is the principal representative of Siena Francis House, and the person responsible for the overall operation of the Nonprofit. Therefore, it is the desire of the Nonprofit to provide a fair compensation for the Executive Director (and any other designated key employees and consultants) based on sector data for comparable positions.
2. **POLICY:** The Board of Directors of the Nonprofit will evaluate the Executive Director annually. The annual process for determining compensation is as follows: The Nonprofit shall evaluate the Executive Director on organizational performance based on achievement of strategic goals, fiscal performance, program administration, development activities and leadership. The annual evaluation will include comparability data on salary which includes benchmarking against similar organizations.
3. **RESPONSIBILITIES:**
 - a) The Board Chair is responsible for managing the Executive Director’s evaluation process and communicating the annual evaluation to Human Resources with board approved compensation information.
 - b) Directors of the Board are responsible for contributing to the evaluation of the Executive Director by completing the evaluation instrument and providing feedback on organizational performance.
 - c) The Executive Director is responsible for submitting an annual evaluation based on identified goals in the evaluation plan to the Board Chair, or board designee, as part of the annual evaluation process.
 - d) The Board is responsible for approval of the annual evaluation and compensation of the Executive Director and will provide documentation to Human Resources the results of the evaluation process.
- 2) **FOLLOW-UP RESPONSIBILITY:** Executive Committee of the board will review and update this policy every two years.
- 3) **RECISSION:** Policy dated 2013.