

Executive Director - Annual Review Policy

Last approved:	NOAMA Board	May 23, 2023
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Background:

The Executive Director is entitled to an annual performance appraisal by the Board of Directors. An evaluation may be initiated at any time by the Board or at the Executive Director's request.

The NOAMA Co-Chairs will complete the annual evaluation. After the process is complete, the NOAMA Co-Chairs will inform the Board of its findings and make recommendations to the Board.

Responsibility:

The NOAMA Co-Chairs and the Executive Director will meet annually and discuss the previous years' completed annual evaluation and develop a work and performance measurement plan for the upcoming fiscal year (April to March). The NOAMA Co-Chairs and the Executive Director discuss the following:

1. Review of Annual Evaluation as completed by the NOAMA Co-Chairs.
2. Review of Annual Work Plan.
3. Review of SMART (Specific, Measurable, Attainable, Relevant, Timeliness) Goals.
4. Every three (3) years, the NOAMA Board has required feedback from stakeholders in an approved 360 Degree Leadership Survey. The approved groups to solicit feedback are as follows:
 - a. NOAMA Co-Chairs
 - b. Two PCTA Board Members or NOAMA Research Chairs
 - c. Two LEG Leads
 - d. Two NOSM University Directors
 - e. Two NOAMA Employees

Guidelines:

The NOAMA Co-Chairs will prepare a summary of the performance review, findings and recommendations to enable an In-Camera report to the NOAMA Board.

The NOAMA Co-Chairs may make recommendations to the Board regarding actions required, including conditions of employment, of the Executive Director, which the Board may then act upon.

Following the Board's discussion, the NOAMA Co-Chairs will provide a letter to the Executive Director to complete the process and inform the Executive Director of contractual updates.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Comments
1.0	2019.05.22	Original policy
2.0	2021.05.11	Update to Co-Chairs and capture Co-Chairs ownership
3.0	2023.05.23	Language updates to capture NOSM U