

NOAMA Executive Director - Annual Review Policy

Last approved:	NOAMA Board	February 25, 2025
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Background:

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

The NOAMA Co-Chairs will conduct the annual evaluation and present their findings and recommendations to the Board for review and approval.

Process & Responsibilities:

1. **Annual Performance Evaluation Meeting:**
 - The NOAMA Co-Chairs and the Executive Director will meet annually to review the previous year's completed evaluation and establish a work and performance measurement plan for the upcoming fiscal year (April to March).
2. **Discussion Points:**
 - Review of the Executive Director's Annual Performance Evaluation, completed by the NOAMA Co-Chairs.
 - Review of the Annual Work Plan.
 - Review and refinement of SMART (Specific, Measurable, Attainable, Relevant, Time-bound) Goals.
3. **360-Degree Leadership Evaluation:**
 - Every three to four years, the NOAMA Board requires a comprehensive 360-degree Leadership Survey to gather stakeholder feedback on the Executive Director's performance.
 - The following stakeholder groups will be solicited for feedback:
 1. NOAMA Co-Chairs
 2. Two PCTA Board Members
 3. Two NOAMA Board Members
 4. At least one NOAMA Committee Member
 5. At least one NOAMA Employee
4. **Performance Review Summary & Board Recommendations:**
 - The NOAMA Co-Chairs will prepare a summary of the performance review, including findings and recommendations, for an In-Camera discussion with the NOAMA Board.
 - Based on the review, the Co-Chairs may propose actions regarding employment conditions, performance improvement plans, or other necessary measures.
 - Following the Board's discussion, the NOAMA Co-Chairs will provide a formal letter to the Executive Director summarizing the evaluation outcome, including any contractual updates.

Guidelines for Implementation:

- The performance review process should be transparent, structured, and aligned with NOAMA's strategic objectives.
- The Executive Director should be given an opportunity to respond to the evaluation findings.
- The 360-Degree Leadership Survey should be scheduled in advance and integrated into the performance review timeline.

By formalizing this policy, NOAMA ensures a structured and constructive performance evaluation process that supports leadership development and organizational effectiveness.