



College of Paramedics of Manitoba		
Policy Name: Monitoring Executive Director Performance	Policy Number: GP-20	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
Original Approval Date: April 29, 2020	Last Revision Date:	Next Review Date: April 2023

### 1.0 **PURPOSE**

Annual monitoring of the Executive Director's job performance will be solely against the expected Executive Director Position outputs: organizational operation and accomplishment of Council policies within the boundaries established in the Executive Limitations.

### 2.0 **DEFINITIONS**

Monitoring is simply to determine the degree to which Council policies are being fulfilled. Only information which does this will be considered to be monitoring.

### 3.0 **POLICY**

3.1 The Council will acquire monitoring information by one or more of three methods:

- 3.1.1 By internal report, in which the Executive Director discloses interpretations and compliance information to the Council;
- 3.1.2 By external report, in which an external third party (or parties) selected by the Council assesses compliance with Council policies; or
- 3.1.3 By direct Council inspection, in which a designated member or members of the Council assess compliance with the appropriate policy criteria.

### 4.0 **PROCEDURE**

4.1 In every case, the Council will judge;

- 4.1.1 The reasonableness of the Executive Director's interpretation and
- 4.1.2 Whether data demonstrates accomplishment of the interpretation.

4.2 The standard for compliance shall be any reasonable Executive Director interpretation of the Council policy being monitored. Monitoring data must be sufficiently clear, unbiased and representative.

- 4.2.1 The Council is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by Council members or by the Council as a whole.



- 4.3 All policies which guide the Executive Director will be monitored at a frequency and by a method chosen by the Council. While Council can monitor any policy at any time by any method, Council will ordinarily depend on a routine schedule.
- 4.4 A formal evaluation of the Executive Director by the Council will occur annually, based on compliance with Executive Expectations monitoring reports and compliance with Executive Expectations policies. This formal evaluation will be conducted as a summative evaluation of previous regular Executive Director monitoring data for the year.

**Sample schedule:**

**Executive Expectations Report to Council**

<b>DATE:</b>	
<b>FROM:</b>	
<b>SUBJECT:</b>	
<b>PERIOD:</b>	

<b>Policy Statement</b>	<b>Compliance Assessment</b>	<b>Actions Planned for Next Monitoring Period</b>