

**DIRECTOR'S SUMMARY FEEDBACK FORM FOR THE  
ASSESSMENT OF THE CEO'S PERFORMANCE 2005-2006**

*Dear Board Member:*

*Please review each question and mark in your overall ranking and comments. Your feedback needs to be submitted by June 15, 2007. Please use the Monitoring Tracking Form, which summarizes the Board's ongoing assessment of Ends achievement and Executive Limitations compliance to provide information for your overall assessment. Thank you for your work on this.*

**Section A – Ends Policy**

**Policy I-01 – Mission and High Level Ends Policy**

In June 2004, the Board of Directors passed the Mega Ends (Mission Statement) and High Level Ends Policy #I-01.

1. The Ends Monitoring Reports presented by the CEO were effective in demonstrated that he/she guided the organization in achievement of functional literacy for new immigrants.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceeded Performance Expectation	Met Expectations	Did Not Meet Expectations	I have insufficient knowledge about this aspect to respond.

Please provide comments/examples to support your answer.

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**Section B – Executive Limitation Policies**

**Policy II-10 Financial Planning / Budgeting**

Financial planning for any fiscal year shall not:

- Fail to be driven by the Board’s Ends policies.
- Risk fiscal jeopardy.
- Fail to be forward looking.

Further, the CEO shall not create financial plans in a manner that does not demonstrate:

1. Disclosure of planning assumptions
2. Evidence based projections of revenues and expenses based on past performance and supportable, conservative future projections
3. A range of scenarios considering best case/worst case.
4. Separation of capital and operational items.
5. Overhead allocation principles
6. Three-year financial projections consistent with the Board’s policy on Financial Condition.
7. Cash flow projections.
8. A separate and identifiable budget for the governance process to be approved by the Board.
9. The CEO will not fail to ensure that the Ministry of Health operating funding is not used to cover non-Ministry programs.
10. The CEO will render a budget by no later than the May Board meeting annually.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceeded Performance Expectation	Met Expectations	Did Not Meet Expectations	I have insufficient knowledge about this aspect to respond.

Please provide comments/examples to support your answer.

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**Section C – Summary Questions**

1. With regard to achieving Board Policy, are there any other areas where the CEO's performance has exceeded expectations (based on the Monitoring Report Summary)? Please explain.

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2. With regard to achieving Board Policy, are there any other areas where you believe the policy is not being fulfilled (based on the Monitoring Report Summary)? Please explain.

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*Thank you for your feedback. Please email your feedback to the Board Chair by **June 15, 2007** at [boardchair@myboard.com](mailto:boardchair@myboard.com)*

**EXAMPLE  
SUMMARY MONITORING REPORT FOR CEO'S  
PERFORMANCE ASSESSMENT**

<b>POLICY</b>	<b>Frequency</b>	<b>Type of Monitoring</b>	<b>Quarter #1</b>	<b>Quarter #2</b>	<b>Quarter #3</b>	<b>Quarter #4</b>
<b>Section I – Ends</b>						
I-01 Mega Ends and Lower Level Ends Policy	Quarterly	Internal Report				
I-25 Commitment to Quality	Annually	External Review – Accreditation				
<b>Section II – Executive Limitations Policies</b>						
II-01 General Executive Constraint	Annually	Internal Report and External Financial Audit				
II-10 Financial Planning & Budgeting	Annually	Internal Report				
II-11 Financial Condition	Annual	External Audit				
	Quarterly	Internal Report				
II-12 Capital Projects	Quarterly	Internal Report				
II-15 Asset Protection	Annually	Internal Report				
	Every 2 years	External Review				
II-17 Interaction with Vendors	Annually	Internal Report				
II-20 Interaction with Staff	Bi-annually (every 6 months)	Internal Report				
II-30 Communication and Support to the Board	Bi-annually (every 6 months)	Internal Report				
II-30.05 Advisory Committees	Bi-annually	Internal Report				
II-36 Program Development, Review, and Suspension/Cancellation	Annually	Internal Report				
	Every 3 years	Accreditation				
II-40 Interaction with Clients	Bi-annually (every 6 months)	Internal Report				
II-50 Corporate Identity	Annually	Internal Report				