APPA CEO Evaluation Policy

I. PURPOSE

This CEO Evaluation Policy establishes a framework for the APPA Board of Directors to evaluate the performance of the Chief Executive Officer in a fair, consistent, and strategic manner.

The purposes of this policy are to:
- Clarify the Board's responsibility for evaluating the CEO's performance
- Support alignment between the CEO's performance and the Association's mission, strategic priorities, and organizational values
- Promote transparency, accountability, and constructive feedback
- Encourage continuous improvement, professional growth, and leadership effectiveness
- Provide a structured process that supports informed compensation, contract, and succession-related decisions

The CEO evaluation process is intended to be developmental as well as evaluative, fostering a productive partnership between the Board and the CEO and supporting the long-term success of the Association.

This policy establishes governance expectations for CEO evaluation and does not replace or supersede provisions contained in the Chief Executive Officer's employment agreement or related Board-approved evaluation processes.

II. SCOPE AND AUTHORITY

This CEO Evaluation Policy applies to the evaluation of the Chief Executive Officer by the APPA Board of Directors.

A. Board Responsibility
The Board of Directors has sole authority and responsibility for evaluating the performance of the Chief Executive Officer. This responsibility may be exercised by the full Board or, where authorized, through the Executive Committee acting on its behalf.

B. Delegation and Administration
The Board may delegate aspects of the CEO evaluation process, including coordination, data gathering, or facilitation, to the Executive Committee or another Board-designated body, consistent with the APPA Bylaws.

The Chief Executive Officer may participate in the evaluation process as appropriate, including through self-assessment or discussion, but does not direct or control the evaluation.

C. Relationship to Employment Agreement
The timing, procedures, documentation, and mechanics of the CEO evaluation process may be further defined in the Chief Executive Officer's employment agreement or in Board-approved evaluation tools or procedures.

This policy governs the Board's oversight role and does not limit the Board's authority to evaluate the CEO at any time as circumstances warrant.

III. EVALUATION PRINCIPLES AND FOCUS AREAS

The evaluation of the Chief Executive Officer is intended to be fair, objective, and constructive.

A. Evaluation Principles
- Alignment with APPA's mission, strategic priorities, and organizational values
- Focus on outcomes, leadership effectiveness, and organizational impact
- Consideration of both short-term performance and long-term sustainability
- Use of clear expectations and agreed-upon goals
- Respect for the professional role and responsibilities of the CEO

B. Focus Areas
The Board may consider:
- Progress toward strategic goals and priorities
- Leadership effectiveness and organizational culture
- Advancement of APPA's mission and member value
- Working relationships with the Board, staff, members, and partners
- Stewardship of financial and organizational resources

IV. EVALUATION PROCESS AND FEEDBACK

The Board is responsible for ensuring the CEO receives regular and meaningful feedback.

The Board, acting through the Executive Committee, shall determine the appropriate evaluation process consistent with this policy, the APPA Bylaws, and the CEO's employment agreement.

Feedback may inform decisions related to compensation, contract terms, professional development, and succession planning.

V. PERFORMANCE IMPROVEMENT AND FOLLOW-UP

If performance improvement is required, the Board shall communicate concerns clearly and constructively.

Performance improvement expectations are developmental and aligned with the CEO’s employment agreement.

This policy does not create contractual rights or obligations.

VI. POLICY ADMINISTRATION AND AMENDMENTS

This policy is established by the APPA Board of Directors.

The policy shall be reviewed at least every three (3) years.

The Board may amend this policy and delegate authority for administrative changes.