

Council Policy

Policy Title	Registrar and CEO Performance Review
Date Revised	June 28, 2023
Date of next Review	2025

1. POLICY STATEMENT

The Registrar and CEO is accountable to CPSA Council for the leadership and direction of the CPSA, and this policy describes the annual process for evaluating the performance of the CPSA Registrar and CEO. The following is adhered to throughout the evaluation process:

- The annual objectives include high levels of achievement, growth and mutual benefit.
- The process is iterative, involving a cycle of shared expectations, review, feedback and revised expectations.

2. PURPOSE

A key responsibility of CPSA Council is to evaluate the performance of its one employee, the Registrar and CEO. Implementing the Performance Review provides a common understanding and mutual agreement of:

- Council's expectations of the Registrar and CEO in fulfilling the employment contract between the two parties; and
- how the Registrar and CEO can continuously improve in leading the organization to meet its strategic objectives.

3. SCOPE

The policy applies to CPSA Council and CPSA's Registrar and CEO.

4. RESPONSIBILITIES

CPSA Council

- Establishes the relationship expectations and accountabilities between CPSA Council and the Registrar and CEO.
- Sets and directs the role and responsibilities of the Registrar and CEO.
- Establishes the total compensation for the Registrar and CEO and ensures congruency with the results of the Performance Review process.
- Delegates the role and responsibilities assigned to a Council committee (e.g. Executive Committee) as required regarding the Registrar and CEO performance review with timelines and reporting requirements.
- Reviews and approves recommendations arising from the Registrar and CEO performance review process.

Executive Committee

- Conducts the performance review of the Registrar and CEO, including the achievement of consensus of measurable goals and objectives.
- Recommends Registrar and CEO compensation adjustments, bonuses and/or employment agreement/ contractual changes.
- Manages the performance review, including the gathering of information, negotiating goals and objectives with the Registrar and CEO, conducting performance feedback interviews, preparing written documentation of the performance review outcome, developing recommendations to present to CPSA Council.
- Provides regular information and feedback to the Registrar and CEO and CPSA Council regarding the ongoing performance of the Registrar and CEO.
- Consult with external stakeholders as required.

Council Chair

- Meets with the Registrar and CEO quarterly to develop and review performance goals and objectives and provide feedback to the Registrar and CEO.
- Writes and presents a report to Executive Committee for consideration/discussion at its meeting prior to the final Council meeting of the year.

Registrar and CEO

- Self-evaluates performance relative to the agreed upon goals, objectives, role and responsibilities.

Chief of Staff or Designate

- Provides administrative support to CPSA Governing Council/designated committee (e.g. Executive Committee) and Council Chair
- Schedules the quarterly and annual session between the Council Chair and the Registrar and CEO, as well as the Performance Review process and activities.
- Brings forward the milestones of the Performance Review process to the attention of CPSA Council, Executive Committee as required as well as the Registrar and CEO.

5. PROCESS

CPSA Council is accountable for establishing and prioritizing the goals for the CPSA and monitoring the progress in achieving the goals.

- CPSA Council may delegate the responsibility for the Registrar and CEO performance review process to a committee, such as the Executive Committee.

The performance review process will include the establishment of expectations and the review of performance in three (3) key areas:

1. The roles and key responsibilities outlined in the employment agreement/contract or other mutually agreed upon agreement with the Registrar and CEO.
2. Goals and objectives established and agreed to by CPSA Council or relevant Council committee (e.g. Executive Committee) and the Registrar and CEO at the beginning of the performance review cycle and aligned with the CPSA's Strategic Plan and associated Business Plan and budget.
3. The essential behaviors and characteristics required of the Registrar and CEO. These should be established/confirmed in advance of any performance review period and well-developed, documented and understood by CPSA Council, Council committee (e.g. Executive Committee) and the Registrar and CEO.

Timelines

The activities of the performance review process are scheduled over a 1 year cycle commencing January 1st of each calendar year.

January

- Annual performance goals, objectives and leadership expectations are outlined and agreed upon by Registrar and CEO and CPSA Council Chair.
Lead – Council Chair

February (1st Council meeting of the Calendar Year)

- Annual performance goals, objectives and leadership expectations are approved by CPSA Council.
Lead – Executive Committee

April

- Quarterly performance discussion with Registrar and CEO.
Leads – Council Chair, Registrar and CEO

July

- Quarterly performance discussion with Registrar and CEO
Leads – Council Chair, Registrar and CEO

September

- Annual Performance Review commences and Performance Review tool(s) (e.g. survey of Council and Executive staff), supporting documentation and process is:
 - agreed upon by Registrar and CEO and Council Chair,
 - reviewed by Executive Committee, and
 - approved by CPSA Council.

Note: a 360 leadership assessment is completed every 5 years, or in advance of a new employment contract.

Leads – Chief of Staff (or designate), Council Chair, Registrar and CEO

October

- Quarterly performance discussion with Registrar and CEO.
Leads – Council Chair, Registrar and CEO
- Annual Performance Review (performance tools, supporting documentation, process approved in September) is implemented.
- The Registrar and CEO completes a self-assessment.
Leads – Council Chair, Registrar and CEO, Chief of Staff (or designate)

November

- A Summary Report and Recommendations regarding the Registrar and CEO's Performance Review results are developed for Executive Committee and CPSA Council.
Leads – Council Chair, Chief of Staff (or designate)

December

- Registrar and CEO's Performance Review Summary Report and Recommendations are presented to CPSA Council for review, discussion and approval.
Leads – Council Chair, Executive Committee
- Meeting between Council Chair and Registrar and CEO to finalize Annual Performance Review (e.g. Council recommendations).
Leads – Council Chair and Registrar and CEO
- A completed annual performance review confirmation and supporting recommendations and documentation is signed and emailed to CPSA Chief Financial Officer.
Lead – Council Chair

January

- A review of the overall Performance Review Process is conducted with the Registrar and CEO
Leads – Council Chair and Registrar and CEO
- Orientation on the Registrar and CEO Performance Review Process is provided to incoming Council Chair and Executive Committee.
Leads – Council Chair, Executive Committee

6. APPROVAL

CPSA Council approves this policy.

7. AUTHORITY DOCUMENTS (Hyperlink documents for access)

CPSA Strategic Plan, Business Plan and Budget

8. SUPPORTING DOCUMENTS

Performance review tool (e.g. survey) – developed annually

9. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1 Registrar and CEO Performance Review Policy	June 28, 2023	Policy formalized in CPSA policy template.
APPROVAL	DATE	Signature
Council Motion C30-23	September 7, 2023	