

APTA CEO PERFORMANCE ASSESSMENT BOD Y04-15-01-01 [Initial BOD Y03-12-02-01 [Policy]

The APTA Board of Directors will conduct an annual review of the performance of the Chief Executive Officer (CEO). This annual review will be accomplished through a blended approach of both an Organizational Scorecard and Performance Assessment. This approach will provide:

- Alignment with, and support of, the strategic plan;
- Alignment with critical foundational and core functional needs and annual planning;
- Recognition of leadership effectiveness in meeting the needs of the organization and the membership; and,
- Recognition that a very engaged member base has high expectations for the CEO.

The Organizational Scorecard (OS):

- The OS will be set annually with objectives and/or observable metrics;
- The process for the development of the OS will include the Senior Staff Team (SST) and the Executive Committee;
- The process for the development of the OS will be coordinated by the Vice President and Treasurer;
- The objectives in the OS will be updated annually to address APTA's most critical strategic and operational needs;
- Strategic outcomes from the APTA strategic plan will be considered in the setting of the OS; and,
- The goals in the OS may be weighted based on importance and emphasis.

The Performance Assessment:

- The Performance Assessment (PA) should address:
 - Major achievements during the year;
 - Opportunities presented during the year and how the CEO sought to capitalize on them;
 - Challenges faced during the year;
 - Performance areas that were not successful; and,
 - The CEO's judgments on how effective he/she was as a leader.
- The full Board and SST will receive the PA and confidentially respond to a written questionnaire.
- The full Board will meet to review results of the questionnaire and develop an evaluative document and feedback for the CEO.
- *The success of the prior year's OS and PA will be used to determine appropriate annual increases to the CEO's salary.*

(Office of the CEO, Ext. 3253)

Explanation of Reference Numbers:

BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure