



Dane County Humane Society

Board of Directors Procedure

Executive Director – Performance Appraisal and Annual Salary Adjustment

Last Updated: October 17, 2012

The performance of the Executive Director (ED) of the Dane County Humane Society (DCHS) is reviewed by the Board of Directors on an annual basis. This review should be within four weeks of the anniversary date of hire for the ED. When the review has been completed and formally approved by the Board, the Board will determine and approve any annual salary adjustment and submit this change through the DCHS Accountant. Forms for the review and the salary change are attached to this procedure.

Board Members Roles

Vice President

- Approximately 60 days prior to the anniversary date of the ED, the Vice President will take the lead or appoint someone to lead the ED review effort.

The Board Operations Committee

- Send out the initial ED review document to each board member. This document will require a 3-week response deadline.
- Ensure that this procedure is followed annually.

Board members:

- Will submit a completed annual review form to the lead director by the assigned deadline. Those submitted after the deadline will not be considered in the final review.

Timeline

Once the initial document has been sent out, the Vice President or the delegated lead will be responsible for:

1. Creating a schedule to complete the review by the ED anniversary date
2. Soliciting completion of draft reviews by all board members.
3. Soliciting completion of the review by the ED in a self-evaluation process and sharing the self-evaluation with the Board
4. Compiling the draft reviews into a single, cohesive review to be approved by the Board
5. Meeting with the ED to share and discuss the final cohesive review and any salary adjustment approved by the Board
6. Identifying any performance concerns and either develop an appropriate management support plan for the ED or return to the Board the responsibility for management support of the ED
7. Sharing any pertinent discussion from the review process with the Board.

Approval Process

- Before the contents of the review are presented to the ED, a formal approval of it is required by the board. This should occur in a closed board session at the meeting prior to the ED's anniversary date.
- Any follow up actions with regard to concerns or issues with ED performance will be handled by the Board outside of this annual review process.

Salary Adjustment Procedure

- Once the board approves the compiled review, the board is responsible for discussing and approving any salary adjustments.
- Any salary adjustments require board approval and should include discussion of the standard salary adjustment levels in use for other management staff at DCHS.
- Salary adjustments are put into effect through the completion of the DCHS Payroll Change form. The form is approved by the Board President and includes identification of the meeting which approved the payroll change. The completed form is then submitted to the Accountant by the Board President.