

IDAHO BOARD OF VETERINARY MEDICINE

Policy Number: **2016-1**

Policy Name: **ANNUAL REVIEW OF EXECUTIVE DIRECTOR'S PERFORMANCE**

Adoption Date: 01/11/2016

Revision Date 06/08/2018

Purpose: To provide guidance to the Board on conducting formal annual reviews of the Executive Director's job performance

Policy: Idaho Code § **54-2105(8)(h)** authorizes the Board to "Employ an executive director who shall be responsible for the performance of the administrative functions of the board and such other duties as the board may direct. The board may also employ or contract with other individuals to provide professional, clerical or other services deemed necessary by the board to effectuate the provisions of this chapter and the rules of the board, and purchase or rent necessary office space, equipment and supplies. The compensation of the executive director and other personnel shall be determined by the board and the executive director shall be exempt from the provisions of chapter 53, title 67, Idaho Code."

An annual review is necessary for the continued professional growth and development of the Executive Director, and to determine satisfactory job performance. A formal review is also required by the Human Resources Department of the Idaho State Department of Agriculture for the Executive Director to be considered for merit raises if any are warranted.

- A. The Executive Director will e-mail a review form which has been approved by the current Liaison Officer to all board members by September 1 of each year.
- B. Board members will return completed forms to the Liaison Officer by October 1.
- C. The Liaison Officer will compile ratings, comments and suggestions from the board members into one document (a Performance Evaluation) and present a copy of the review to the Executive Director privately during the October board meeting.
- D. The Executive Director will file a copy of the Evaluation with ISDA's HR department and retain a copy for the board.
- E. This policy becomes immediately effective upon the affirmative vote of a majority of the Board.