

CEO Performance checklist for the executive on a quarterly basis:

1. Board meetings (content, preparation, timing, presentation, etc.)
2. Financial Reporting (able to understand financial information, responsive to questions, reviews budget)
3. Strategic Plan (updates board on activities in alignment with the plan)
4. Governance Activities (updates the board on policy changes, service standards, and educational opportunities)
5. Issues (provides the board with information on critical issues, emerging issues and updates from industry organizations [FM Re, OMIA, etc.]
6. CEO performance (at least one update per quarter on the CEO performance tool)
7. Timelines and Project – has exec been informed of changes to action items and supportive of the CEO on these projects.
8. Does the CEO have any feedback about board meetings to discuss with the executive?

CEO Performance checklist for the executive on an annual basis:

1. Financial Reporting (Annual Report and P&C1, provides the board with a full understanding of the financial year, budget comparison, and accountable for audit results)
2. Budget for next year (Provides a comprehensive budget, aligned to strategic plan)
3. Strategic plan (Provides a full review of action items that were accomplished compared to those that were targeted to be accomplished, creates an opportunity for strategic discussions)
4. 360 Review process (Provides committee with peer review feedback, CEO's insights on feedback and develops the CEO performance tool for the following year)