



## **EXECUTIVE DIRECTOR EVALUATION, APPOINTMENT, AND COMPENSATION POLICY**

### **General:**

If an Executive Director (“E.D.”) is employed (as is optionally provided for in the society bylaws), he or she is evaluated annually at each annual board meeting by the Board of Directors and is reappointed (or not) to a one-year term as described in this section. (An original appointment agreement may call for a longer initial term before review, evaluation, and compensation changes are considered.) The Executive Committee and President administer the procedure for the Board; they prepare a recommendation to the Board for action at the annual board meeting. The recommendation includes the evaluation itself with all substantive supporting information, a recommendation for remedial action if required, a recommendation to re-appoint for another year or not, and a recommendation of the total compensation for the next year. The recommended compensation will be supported by the evaluation, salary history for the sitting E.D., and comparative salaries and compensation for similar positions that are provided by the Executive Committee to the Board. All personnel data for the E.D., including the evaluation files, are maintained permanently by the Human Resources Department of TMS and are available to any director by request to that department. The confidentiality of the personnel file for the E.D. is maintained consistent with Pennsylvania law and with procedures specified for other TMS personnel files.

### **Timing and Procedures:**

1. Before the start of a president’s term, the E.D. and President generate a preliminary set of quantitative goals for the upcoming year. These are goals for the Society and E.D. These goals are discussed by the Executive Committee and presented to the Board of Directors for approval or modification and then approval at the Annual Meeting at which the President assumes office.
2. Before the Annual Meeting for which the President presides, usually in January, the President sends a letter, report, and evaluation form to each director. Each director completes the evaluation form and returns it to the President by the specified deadline. The report is a recounting prepared by the E.D. on his or her performance during the past year versus his goals for the same period. That is, the board-approved goals list is annotated with a summary of what was accomplished toward each goal, with an area for comment and other information provided by the E.D.
3. The President collects the evaluation forms and distributes same to the Executive Committee, along with a pre-evaluation summary of the results, a history of the E.D.’s compensation at TMS, and comparative information for similar positions in the area. The Executive Committee prepares and votes on recommendation to the Board of Directors.

4. The President presents the Executive Committee's recommendation to Board of Directors in a closed session (with only directors in attendance) at the Annual Meeting. The Board then takes action to reappoint or not, and to determine the compensation during the next period.
5. The President, preferably with other members of the Executive Committee, meets with E.D. to present and discuss the Board action.
6. All evaluation, compensation, and other personnel information for the E.D. is maintained in a permanent file in the Executive Office of TMS. The President transmits all such information to the individual responsible for Human Resources Administration, currently the Senior Manager for Volunteerism and Human Resources. The confidentiality of the E.D.'s personnel file will be maintained according to Pennsylvania law and TMS procedures for other staff personnel files.

**Spouse/Significant Other Travel:**

Recognizing that there is an advantage to TMS for the Executive Director's spouse/significant other to travel with him or her to certain functions at which TMS will be represented, the expense of spouse/significant other travel to such events will be paid by TMS. For approval, the Executive Director is to annually provide the Executive Committee with a list of events in the following year at which his/her spouse/significant other would attend. The Executive Committee may change the proposed plan as appropriate and is charged with approving the final plan for ED Spousal/Partner travel paid by TMS for the following year.