

### **Annual Assessment Process: Chief Executive Officer**

The Human Resources and Governance Committee and the board chair share responsibility for implementing an annual CEO assessment process. The CEO's performance is benchmarked against: a written statement of goals for the year (agreed to by the board and the CEO at the beginning of the year); the ITA's objectives and plans as reflected in its Service Plan, the Shareholder's Letter of Expectations, the ITA's budget; and the terms of reference for the CEO position.

The assessment begins with the preparation of a written self-appraisal by the CEO, which is discussed by the CEO and members of the Human Resources and Governance Committee. The committee then provides its assessment of the CEO's performance to the board chair. The chair in turn prepares a formal performance evaluation, which is discussed with the full board. Once endorsed by the board, the evaluation is presented to the CEO by the board and committee chair.

**Note:** The ITA board routinely holds an in-camera session (without management or staff present) at the conclusion of its meetings.