



North Peace Housing Foundation

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Email: tammy.menssa@nphf.ca

To: The Board of Directors

From: Tammy Menssa, Executive Director

Date: September 6, 2023

Re: CAO Performance Appraisal

The annual performance appraisal of the Foundation's CAO is an important component of our governance process. This evaluation allows the Board to assess the CAO's achievements, contributions, and adherence to established goals and objectives. To initiate this process, we need to determine the preferred method of evaluation.

I would like to seek clarification from the Board on the method you would like to use to perform the appraisal. Specifically, we need to decide whether to utilize a digital or a paper-based method:

- **Digital Approach (Microsoft Forms Survey):** We can utilize a Microsoft Forms survey (same process as last year), which can be distributed electronically to all Board members. The Director of IT, Communications, and Stakeholder Relations will compile the survey results and forward them to the Board Chair, ensuring a streamlined and efficient process.
- **Paper-Based Approach:** Alternatively, if the preference is to use a paper survey, we can prepare physical survey forms to be distributed to each Board member. These completed surveys can then be submitted to the Board Chair for compilation.

Your feedback on this matter will help us proceed in the manner most convenient for the Board, ensuring a comprehensive and effective performance appraisal.

Thank you for your consideration.

Tammy Menssa
Executive Director