Case Study: CEO appraisal process

(ACEVO)

About ACEVO

ACEVO is the professional body for the third sector’s chief executives, with nearly 2,000 members. We connect, develop and represent the sector’s leaders, with a view to increasing the sector’s impact and efficiency.

CEO Appraisal

The Chair and CEO have one-to-one meetings every month for roughly one hour. The discussions cover recent events, current issues and future planning.

A formal appraisal takes place on an annual basis.

The appraisal criteria are taken from the strategic plan and professional development objectives jointly agreed by the Chair and CEO.

The process begins with a self-appraisal by the CEO of his/her own performance during the year, and a summary of opportunities and challenges that have arisen.

The Chair then conducts the appraisal, consulting with officers of the board on the CEO’s performance and other relevant issues, and reporting back to them with the results of the appraisal.

Performance-related pay

All ACEVO staff, including the CEO, receive a small element of performance-related pay. The specific increase is a matter for management discretion based on the following framework:

<table>
<thead>
<tr>
<th>Percentage of salary to be added to or subtracted from the standard increase</th>
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<tbody>
<tr>
<td>Employees achieving the expected standard or falling below the expected standard</td>
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<tr>
<td>Employees whose contribution is assessed as exceeding the expected standard</td>
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<tr>
<td>Employees judged to have made an exceptional contribution to ACEVO</td>
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The percentages shown would be added to or subtracted from the standard cost of living increase rate agreed by the board each year.

The Chair and the board as a whole are also appraised on an annual basis, by the board members and the senior management team.