# 29. USSEC CEO EVALUATION AND CONTRACT POLICY

* Approved by the USSEC Executive Committee by fax vote and discussion on July 7, 2013.
* Amended on August 8, 2013 to clarify that survey results to be shared with CEO at same time as they shared with the Executive Committee.

Purpose:

* To ensure that a consistent and transparent evaluation process exists, and is utilized in the annual evaluation of USSEC's CEO with the goal of optimizing USSEC's performance.
* To define timing of contract negotiations with USSEC's CEO so the organization and the individual have common expectations and the organization is assured of continuity.

Annual Evaluation Process:

* This process to be completed by the commencement of USSEC Annual Meeting each year.
* Evaluation input will be solicited from the Board prior to the commencement of the formal evaluation discussions. This will be done using a written (or electronic) evaluation questionnaire. Open-ended feedback will be encouraged.
* Evaluation results will be tallied by a 3rd party (not the CEO) and initially shared with the Executive Committee in preparation for their evaluation discussions with the CEO.
* CEO will provide brief summary evaluation as input to the Executive Committee prior to evaluation discussions. This will cover performance towards agreed upon objectives and other adhoc issues that arose during the year.
* Summary Evaluation results and verbatim comments will be shared with CEO at the same time as the Executive Committee to be discussed during evaluation process.
* Evaluation discussion will take place between Executive Committee and CEO.
* At next Board Meeting CEO will provide Board with a performance summary and

Chairman will provide report to Board on outcome of Evaluation Process.

* Separate from the evaluation process CEO to prepare and Executive Committee to

Review and Approve Performance Objectives for the coming year prior to October 1

Contract Policy:

USSEC will endeavor to have a minimum of a 15 month contract period in force for the Chief Executive Officer at all times. The current CEO contract expires December 5, 2020.

(approved by USSEC Board, 2/28/2017)