**Procedure Number: GP 2.5**

**Procedure Title: Monitoring the DMM’s Performance Against Policies Procedure**

**Purpose:** To ensure the Director of Mission and Ministry demonstrates reasonable performance against the board’s Ends and Executive Limitations policies (Reference form DOB 004 Board Monitoring Matrix). Monitoring is done to discover if the organization achieved a reasonable interpretation of these board policies. The board judges the Director’s interpretation of each policy for its reasonableness as well as the data demonstrating the accomplishment of the interpretation. This ongoing monitoring of the board's Ends and Executive Limitations policies constitutes the Direct's performance evaluation.

**The Director of Mission and Ministry will report** during the board’s scheduled meetings on his/her compliance to the board’s Ends Policies as follows:

August EP 1 – Umbrella Policy

October EP 2 – Spirit Renewal

December EP 3 – Diversity

 EP 4 – Responding to Unmet Needs

February EP 5 – Laudato Si’

April EP 6 – Sacred Space

June EP 6 – Promote Vocations

**The Director of Mission and Ministry** **will report** during the board’s scheduled meetings on his/her compliance to the board’s Executive Limitation Policies as follows:

August EL 8 – Financial Conditions and Activities

 EL 11 – Communication and Support to the Board

October EL 4 – Personnel Policies

 EL 5 – Hiring and Termination of Staff

 EL 6 – Compensation and Benefits

 EL 8 – Financial Conditions and Activities

 EL 11 – Communication and Support to the Board

December EL 1 – Global Executive Constraint

 EL 2 – Relationships with the local Archdiocese and Owners

 EL 8 – Financial Conditions and Activities

 EL 9 – Asset Protection

 EL 11 – Communication and Support to the Board

February EL 7 – Financial Planning/Budgeting

 EL 8 – Financial Conditions and Activities

 EL 10 – Fund Raising and Development

 EL 11 – Communication and Support to the Board

 EL 12 – Emergency CEO Succession Draft

April EL 7 – Financial Planning/Budgeting

 EL 8 – Financial Conditions and Activities

 EL 9 – Asset Protection

 EL 10 – Fund Raising and Development

 EL 11 – Communication and Support to the Board

June EL 3 – Public Relations

 EL 8 – Financial Conditions and Activities

 EL 11 – Communication and Support to the Board

The Director of Mission and Ministry will utilize the Board Monitoring Form (BOD 005) and the reports will be sent to the Board Secretary for posting on the Provincial portal no less than five (5) working days prior to the scheduled board meetings.