

CHIEF STAFF EXECUTIVE ANNUAL REVIEW

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Preamble

The Annual Review of the Chief Staff Executive provides an opportunity to reflect on the progress, challenges, and achievements of the organization in fulfilling its mission. As a nonprofit dedicated to promoting professionalism among practitioners who treat individuals with eating disorders, we focus on advancing ethical standards, providing education and training, certifying qualified professionals, and raising awareness. This review highlights the Chief Staff Executive's leadership in driving these efforts, supporting our mission to enhance education and contributing to prevention initiatives.

Policy

The Chief Staff Executive's Annual Review is a formal process designed to assess the effectiveness of leadership in achieving the organization's mission and objectives. This review evaluates the Chief Staff Executive's performance in key areas such as strategic planning, operational management, adherence to ethical standards, and advancement of education, certification, and prevention efforts related to eating disorders. The review process involves feedback from the iaedp Foundation board members, staff, and relevant stakeholders to ensure alignment with the mission to promote professionalism, raise awareness, and maintain high standards of care in the treatment of individuals with eating disorders. The results of the review are used to guide future goals, professional development, and organizational growth.

Procedure

The Executive Committee, led by the President, will conduct a formal annual assessment of the Chief Staff Executive's performance.

- Criteria and standards for evaluation will be established in advance, and goals for the evaluation period will be set collaboratively by the President and Chief Staff Executive, with approval from the Executive Committee.
- Support team and board members will submit anonymous ratings and comments on the Chief Staff Executive's performance, and the Chief Staff Executive will provide a self-assessment, including a written evaluation of their performance, accomplishments, and concerns during the evaluation period. These inputs will serve as the foundation for the assessment conducted by the Executive Committee, with the final evaluation summarizing and synthesizing this information.

- Ratings and comments will be solicited annually, at least thirty (30) days prior to the Chief Staff Executive's hire date anniversary and must be completed no later than seven (7) days after the hire date anniversary.
- Ten (10) days after the hire anniversary date, a draft evaluation must be presented to the Executive Committee by the President.
- The assessment findings, along with a copy of the previous year's evaluation, will be provided to the Board and the Chief Staff Executive no more than thirty (30) days after the Executive Committee has reviewed the findings. The Board and the Chief Staff Executive will have the opportunity to review, comment on, and respond to the evaluation, as well as include additional assessment information and propose performance improvement plans at least ten (10) calendar days prior to and during the next scheduled Board meeting, where the evaluation will be discussed.
- The Chief Staff Executive may provide a written response at least seven (7) days prior to the board meeting where the findings are discussed and may also supplement this response verbally at the meeting itself.

The Chief Staff Executive is encouraged to conduct an evaluation of the Board of Directors and the organization, to be presented at an agreed upon annual time. This recognizes the mutual influence between the Chief Staff Executive's performance and the functioning of the Board and organization. Outcomes and recommendations from the annual evaluation of the Chief Staff Executive should take into account the context provided by the Chief Staff Executive's evaluation of the Board and organization. However, the evaluation of the Chief Staff Executive should remain independent and not be influenced by their assessment of the Board or organization.

If the Chief Staff Executive's performance is found to be unsatisfactory based on the annual evaluation, the Board may consider termination in accordance with the organization's policies and procedures. The decision to terminate must align with the iaedp Foundation's mission of promoting ethical standards, education, certification, awareness, and prevention in the treatment of eating disorders.

Criteria for Termination:

The Chief Staff Executive may be subject to termination under the following circumstances:

1. Failure to Uphold the iaedp Foundation's Mission and Values – Engaging in actions or decisions that undermine the foundation's commitment to professionalism, ethics, and education in the field of eating disorders.
2. Ethical Violations – Breach of professional ethics, misconduct, or failure to comply with the iaedp Foundation's code of conduct.
3. Financial Mismanagement – Misuse of organizational funds, failure to maintain financial integrity, or noncompliance with financial policies.
4. Ineffective Leadership – Consistent inability for 2 years to lead the organization effectively, including failure to maintain relationships with key stakeholders, members, or sponsors. The time constraint for this criterion may be reduced if credible circumstances arise and a majority of the Board of Directors agrees.
5. Noncompliance with Board Directives – Repeated failure to follow policies, strategic initiatives, or directives set forth by the Board of Directors.

6. Legal or Regulatory Violations – Any involvement in illegal activities or failure to comply with applicable laws and regulations affecting the organization.
7. Workplace Misconduct – Harassment, discrimination, or creation of a hostile work environment.

Decisions regarding termination shall be made by the Board of Directors through a fair and transparent process, ensuring due diligence, legal and ethical considerations, and alignment with IAEDP's mission.