

Performance Management Policy

1. Purpose:

The purpose of this policy is to set forth accountability guidelines and performance expectations for all elected and appointed representatives of the Board of Directors of the International Association of Women Police.

2. Definitions:

2.1 Performance

2.1.1. Attendance

All elected and appointed representatives are present at both the Early and Late Board meetings and the Annual General Meeting each year of their term in office.

2.1.2 Output

All elected and appointed representatives participate in the business of the organization according to the terms of their election or appointment. This would include both verbal and written communications with the BoD and with their constituents, committee members, and other organizational stakeholders.

2.2 Accountability

Merriam-Webster defines this as “An obligation or willingness to accept responsibility or to account for one’s actions.” This is appropriate for IAWP as a not-for-profit globally networked and multicultural organization with multiple accountabilities.

3. Expectations:

3.1 Performance

3.1.1 Attendance

All elected and appointed representatives shall be present at both the Early and Late Board meetings and the Annual General Meeting each year of their term in office. When a member is unable to attend, they are expected to notify the Secretary in writing as soon as practicable prior to the event.

3.1.2 Output

All elected and appointed representatives are expected to participate in the business of the organization. This shall include,

but is not limited to, acting on assigned or accepted tasks, reporting on their progress, and maintaining regular communications with their constituents and / or stakeholders.

3.2 Accountability:

3.2.1 To the strategic plan.

The actions taken and decisions made by all elected and appointed representatives shall be governed by the goals and objectives of the IAWP Strategic Plan.

3.2.2 To the financial health of the IAWP

Being constituted in the United States of America, the IAWP is bound by the financial management and reporting rules and regulations of that environment. Actions taken and decisions made by all elected and appointed representatives shall be governed in consideration of the integrity and professional standing of the IAWP and its contribution as a not-for-profit to the communities it serves. Said representatives shall familiarize themselves with IAWP financial policies and procedures and govern themselves according to the directives therein.

3.2.3 To the quality of contribution

While the membership of the organization will hold its representatives to account, elected and appointed representatives also have an obligation to monitor and evaluate their processes that track the quality of their delivery. Examples include committee work, service to their Region, and thoughtful participation in discussion or debate. Development of such processes is integral to the business of IAWP.

3.2.4 To the coherence of the Board of Directors

The President shall regularly establish dates, times, and locations for Board meetings, timelines for the submission of reports, and other direction with respect to BoD business., These shall be circulated electronically and posted on the website for BoD reference. The responsibility rests with each elected and appointed representative to monitor this site for postings, updates, and other information pertinent to meeting the obligations of their Board position.

4. Non-compliance:

4.1 Any elected or appointed representative who cannot fulfill the obligations to their position, or do so in a timely manner, is expected to communicate with the Secretary of Record and discuss their concerns.

4.2 In the face of evidence that an elected or appointed representative has not fulfilled their obligations to their position and/or not done so in a timely manner, and in the absence of communication from said representative prior to the date and time specified for fulfillment of the obligations in question, the Secretary will refer the matter to the appropriate Vice President for action.

4.2.1 The appropriate Vice President shall investigate the allegation of non-compliance. Communication is deemed a critical tool of early intervention.

4.2.2 Upon completion of her investigation, the Vice President shall refer her findings and recommendations to the BoD.

4.2.2.1 All allegations of non-compliance that are formally investigated shall be reported to the BoD.

4.2.2.2 Allegations of non-compliance which cannot be resolved through investigation and have been reported to the BoD may be addressed by way of Policy 29 – *Member / Board Member Conduct Policy*

4.2.2.3 Removal from office or from membership, of any elected or appointed representative of the Board, for non-compliance with the expectations of the elected or appointed position they hold shall be conducted in accordance with Article IV of the IAWP Constitution.

Amended September 22, 2001

Amended April 13, 2003

Amended April 2, 2004 -- format only

Amended October 2008 -- format only

Amended September 18, 2009 – format only

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