

TOOL BOX

CHIEF EXECUTIVE GOAL SETTING

by Christina Drouin

We like this template for executive annual goal setting because it causes high level thinking about the scope of activities and responsibilities of the lead vision-bearer. We recommend that the professional drafts goals and performance measures that tie to the

institutional strategic plan and finalize them with governance. The determination and management of the action steps belong in the executive's domain, as these are operational in scope. They do however routine reporting on progress.

Goal	Key Action Steps and Success Indicators	Performance Measures/ Target Outcomes
Goal 1. Institutional Identity Assure the continued pursuit of the vision, mission, values and identity of The School.		
Goal 2. Board Relationships Develop and maintain productive working relationships with the Board Chair and the Board in order to ensure that the Board is properly implementing their governance role and has sufficient information to monitor the progress of the school against its strategic goals and objectives.		
Goal 3. Strategic Planning In conjunction with the Board and administration, anticipate The School's future needs and maximize its capability to respond to those needs		
Goal 4. Resource Management Maintain stable leadership and ensure that The School has the people, facilities and finances it needs to fulfill its mission.		
Goal 5. Continuous Improvement and Organizational Change Develop/monitor and evaluate existing structures, processes and systems to identify opportunities to improve educational and other outcomes.		