Nishnawbe-Aski Legal Services Corporation

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Oct 23, 2023

Irene Linklater
Executive Director
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON

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RE: Performance Review

Dear Irene,
On October 17, 2023, your performance as Executive Director was evaluated by the NALSC Board Executive.

After meeting with you, where you reviewed your self-evaluation with us, the Board Executive subsequently met and discussed your performance over the past year and agreed on the following recommendations:

1. **Implement a more comprehensive Conflict of Interest Policy** to be approved by the Board of Directors.
2. **Establish additional internal controls** to ensure organizational risks are identified early and mitigated prior to becoming issues and additional costs to the organization.
3. **Work with HR to establish a protocol** for all staff exiting the organization to explain the process and provide contacts is such cases as termination, retirement, resignation, etc.
4. **Move you up in the NALSC salary grid** to step **4** - salary band **14**. Your new annual salary will be **$140,775.** This will be effective October 16, 2023.
5. **Work with HR to inform staff** on how to properly raise concerns/complaints about other staff, managers, or senior staff at the organizational level.

Irene, the Board Executive would like to congratulate you on another successful year in your role as our Executive Director and further acknowledge the great work you have done with stakeholders and staff through your leadership. We look forward to your future successes.

Sincerely,

Jim Beardy,
NALSC Board Chair

Cc: Finance Department