

**Category:** Governance  
**Policy Number:** 1-2b  
**Policy Name:** Performance Review for the CEO

**Purpose:**

This policy outlines the responsibilities of the Library Board in the process of Performance Review for the CEO.

**Policy:**

It is the Library Board’s responsibility to hire a qualified and competent individual as the Chief Executive Officer (CEO). The Board oversees the performance of the CEO and supports the CEO’s development. As part of this process the Library Board Chair conducts a formal annual performance review of the CEO. This process facilitates mutual communication between the Board and the CEO, and ensures that the agreed upon priorities are being achieved. This policy sets out the basis for the CEO evaluation.

The CEO’s performance will be evaluated after the first six months for a new hire, and annually thereafter.

The Board shall:

- Prepare a written job description which states the responsibilities of the CEO
- Develop, with the CEO, annual performance objectives based on the strategic priorities of the board which are the cornerstone of the CEO’s performance review
- Evaluate the CEO’s performance based on the strategic goals, job description and relevant competencies including general management and leadership qualities

Information collected to assess the performance of the CEO may include:

- The annual report from the CEO on outcomes of the previous year’s objectives along with other notable achievements
- Data on service performance measures such as circulation, membership, program statistics, collection development etc.
- Input from members of the Board as a whole, via the Board Chair, using a Board approved tool

A verbal report on the performance review will be given by the Board Chair to the Board in a closed meeting. This review will be the basis for the salary merit increase. The performance review documentation will be placed in the CEO’s personnel file.

In the event that the CEO’s performance needs improvement, the Board must clearly state in writing where progress must be made and will:

- Offer training opportunities or other support to address specific issues
- Re-evaluate the performance of the CEO, in six months

**Document Record:**

September 2011	Initial Release