

CEO Performance Review Committee

Terms of Reference

Mandate

As per the Library's CEO Performance Review Policy, the Performance Review Committee ("Committee"), with input from the Board, will:

1. Develop an understanding of the CEO Job Description, including competencies required;
2. Create a balanced scorecard to be used in the CEO's yearly performance review which will be used to determine training and development needs;
3. Provide constructive and effective feedback regarding overall organizational performance, CEO's annual goals, Strategic and Business Plan goals, and progress and timelines in reaching these goals, and
4. Mentor, guide and support the CEO in meeting individual and Library objectives.

Membership

Membership will consist of two members of the Board Executive and one other Board Member, selected by the Board each December. The Director, Human Resources serves as an ex-officio and non-voting member of the committee. The Chair of the committee will be elected by the members of the Committee at the first meeting. Committee members will serve a one-year term.

Specific Responsibilities

1. In December of each year, inform the Board of the upcoming performance review and requests any input from the Board members, providing a deadline and format for input;
2. Solicit an outside firm to conduct a 360-review evaluation of the CEO;
3. Read the documentation submitted by the CEO;
4. Consider the input submitted by Board Members, Committee members and that which is collected by the outside firm;
5. Meet with the CEO to discuss the CEO's performance in general and to address points raised in any of the documentation;
6. Complete the evaluation and to develop the points to be included in the letter of performance review to be placed in the CEO's file;
7. Meet with the CEO to discuss the outcome of the review, including insights and observations from the Board, and
8. Submit findings to the Board Chair for discussion with the full Board.

Meeting Frequency

The Committee will meet as often as needed during the appraisal period, primarily in January and February.

Quorum

A majority of Committee members will constitute a quorum.

Reporting

The Committee Chair or designate shall report to the Board on material matters arising at Committee meetings and, where applicable, present the Committee's recommendation to the Board for approval.