STRATFORD PUBLIC LIBRARY BOARD

MEETING DATE: FEBRUARY 13, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO PERFORMANCE REVIEW AD HOC COMMITTEE TERMS OF REFERENCE

In December 2023, the Library Board adopted a CEO Performance Review Policy (LB 10). The policy provides the principles, criteria, frequency and schedule in completing the CEO Performance Review.

One of the criteria noted is the Board performing inspection of CEO's compliance through the use a CEO Performance Appraisal Committee.

Aligned with the CEO Performance Review Policy, the Committee will create an evaluation tool and process to conduct the annual review. Additionally, the Committee will provide input into the evaluation by performing inspection of the CEO's compliance.

The included Terms of Reference have been designed to provide structure in the creation of this ad hoc committee and direct their work.

RECOMMENDATION

THAT the Library Board approve the CEO Performance Review Ad Hoc Committee Terms of Reference as submitted;

AND THAT the CEO Performance Review Ad Hoc Committee be established and members selected for the CEOs 2024 Performance Review.

COMMITTEE: **CEO Performance Review Ad Hoc Committee**	
CATEGORY: **Terms of Reference**	LAST REVIEW / REVISION DATE:

CEO Performance Review Ad Hoc Committee

The CEO Performance Review Committee is an ad hoc committee of the Board. The CEO Performance Review Ad Hoc Committee, (the Committee), in close consolation with the CEO, will establish an evaluation tool and process to ensure an annual appraisal of the CEO's performance is carried out in a timely, objective, and constructive manner.

The CEO's performance evaluation is based on the CEO's Job Description, the Strategic Plan achievements, overall organizational performance, and the CEO's annual goals. The process will be collaborative and focus on achieving the priorities identified in the Library's Strategic Plan, policy alignment, and professional development of the CEO and the future of the organization. The process created should be one which his flexible, adaptable and useable long term.

Duties

- Use the criteria set out in the CEO Performance Review Policy (LB 10), to create an evaluation tool and process to conduct the annual review;
- Provide input to the annual evaluation of the CEO based on CEO's Job Description, Strategic Plan achievements, overall organizational performance, and the CEO's annual goals;
- Make recommendations to the Board Chair and Vice Chair regarding the CEO Performance Review by November 1st of each year.

Membership

The Committee will be comprised of three members of the Library Board including the current Library Board Chair or their designate. The Chair of the Committee will be selected from among the members of the Committee. Term on this committee is two years.

Meetings

The Committee will meet at least two times annually or as deemed necessary by the Committee at a mutually agreed upon time. The Committee will conduct business via other modes of communication, including but not limited to e-mail, telephone, or virtual meeting.

Reporting

A record of meetings will be kept and minutes distributed to Committee members. Minutes will also be available to all Board members. The Committee will report to the Board at least once annually.

ORIGINAL DATE ADOPTED	

DRAFT