Powell River Action Centre Society

Board Oversight of Chief Staff Person

Policy – 2024

Policy Name: Board Oversight of Chief Staff Person

Policy Intent: To ensure the board fulfills all duties associated with recruitment, management, performance evaluations, financial compensation, and succession planning of the chief staff person.

Policy:

The board of directors, through the committee structure will:

1. Follow the terms of the employment policy in Appendix A – Chief Staff Person - of the Policy Manual and contains the considerations of:
    a. Recruitment, orientation, management of, performance evaluation, compensation, oversight, and succession planning.
    b. The Chief Staff Person Job Description.
    c. Performance objectives and performance evaluation forms.
    d. Description of the process used for expense review, expense forms, and reporting forms.
2. The Board of Directors will keep a record of the following in the Board File, located in file cabinet in the Food Bank office area:
    a. The date of the Chief Staff persons last performance review.
    b. A copy of the minutes of the board meeting at which the Chief Staff persons compensation package was reviewed and approved.
    c. A copy of the Board minutes where the Finance Committee presented their report on expense review.
    d. A copy of the Board minutes where the Governance Committee presented their report on succession planning.