Powell River Action Centre Society
Employment Policy

Policy Name: Employment Policy
Policy Intent: To provide Board Direction in the matters of

1. Chief staff persons' recruitment, orientation, management of, performance evaluation, compensation, oversight, and succession planning.
2. The Chief Staff Person Job Description.
3. Performance objectives and performance evaluation forms.
4. Description of the process used for expense review, expense forms, and reporting forms.

The Policy:

1. Recruitment:
   At the time of requiring a new chief staff person:
   a. The Board of Directors of the PRAC Food Bank will strike a Hiring Committee to oversee recruitment. Advertisements will be placed in local and regional media and through social media hiring sites such as Linked In and Indeed.
      i. A summary of the job requirements will accompany the posting.
      ii. The Board will give reasonable time before closing the posting.
      iii. A hiring matrix will be created to vet the candidates and a minimum of two interviews will be held to determine the successful candidate.
2. Orientation:
   a. A minimum of 2 hours will be set aside for orientation which will include:
      i. A tour of the facility.
      ii. An overview of the previous year's annual financial report.
      iii. Introduction to staff and volunteers.
      iv. Overview of weekly, monthly, and annual events.
      v. Sign the confidentiality and code of conduct forms.
      vi. Responsibilities and Expectations overview, financial obligations and schedule of meetings required to attend.
      vii. Information on Food Banks BC and Food Banks Canada and contact persons for each.
   b. Board Management of Chief Staff Person:

i. The chief staff person is the only employee of the board. The Board Chair and Board Treasurer will set up a minimum of once monthly meetings to go over finances and discuss any issues or concerns the chief staff person has encountered. The executive will not be involved with daily operation of the PRAC Food Bank but will ensure that standards of excellence are being met by requiring the chief staff person to present a report to the board at each Board meeting.

c. Performance Evaluation:
    i. The Governance committee will meet with the chief staff person at a minimum of annually before the end of the fiscal year to complete the evaluation form. This report will be presented at the next full Board meeting. Results will be placed in the Board file along with the minutes of the meeting where the evaluation was presented.
d. Compensation:
    i. The Chief Staff Person will have their compensation package evaluated by the Finance Committee and adjusted annually at the Board meeting where the evaluation is presented to the full board. At a minimum the chief staff person should receive a living wage as per the local area. As this is not a union position, compensation should reflect that lack of long-term benefits. A copy of the annual compensation package and a copy of the minutes of the board meeting where it was discussed will be kept in the board file.
    ii. An annual lump sum payment, made in December of each year will reflect the lack of benefits and will be based on performance.
e. Oversight:
    i. The Board of directors will manage oversight of the PRSC Food Bank chief staff person through their Oversite Policy.
f. Succession Planning:
    i. The board will follow industry standards on succession planning and at a minimum will have the item on the agenda for their meetings on an annual basis.