Powell River Action Centre Society – Food Bank
Centre Manager
Performance Review Policy and Procedure – 2024

The performance review process is ongoing throughout the year and involves:

1. Setting goals
2. Clarifying roles and expectations
3. Seeking development opportunities
4. Providing appropriate feedback
5. Conducting a formal evaluation

The annual written evaluation will document the achievements and shortcomings of the Centre Manager to inform areas for improvement and/or where the board is insufficiently informed.

The following 4 points will be considered when the board is performing their annual evaluation of the Chief Staff Person of the Society.

1. Performance against organizational objectives
    a. Self-Evaluation
    b. Board assessment
2. Three-point organizational leadership
    a. Team strength
    b. Operational framework
    c. Financial health
3. Creating a coherent strategy and sticking to it
    a. Self evaluation
    b. Board assessment
4. Effectiveness of being the public face of the organization
    a. Self evaluation
    b. Board assessment

Once these points are taken into consideration, the governance committee will create the formal report and present it to the board and chief Staff Person at the first meeting of the third quarter of the fiscal year.