



CASSELMAN PUBLIC LIBRARY



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Casselma Public Library

Policy Type : **Governance**

Policy Number : **GOV-09**

Policy Title : **Evaluation of the Chief Executive Officer (Translated)**

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It is the library board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The library board oversees the performance of the CEO and supports the CEO's development. As part of this process the library board and CEO engage in annual performance and review. This process facilitates communication between the library board and the CEO and ensures that the board's priorities are achieved. This policy sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter. The library board shall:
 - a) Prepare a written job description which states the responsibilities of the CEO
 - b) Develop, with the CEO, performance objectives based on the strategic priorities of the library board
 - c) Appraise the CEO's performance based on the job description, progress towards achieving the board's priorities, compliance with board policies and relevant competencies.
2. Information collected to assess the performance of the CEO may include:
 - a) The annual report from the CEO on outcomes of the previous year's objectives and actions
 - b) Data on service performance measures such as circulation, membership, program statistics, collection development, etc.
 - c) Input from members of the library board, employees and/or outside stakeholders
3. A sub-committee may be formed to oversee the review and prepare a written report for the library board.
4. In the event that the CEO's performance needs improvement, the library board must clearly state where progress must be made and will:
 - a) Offer training and/or mentoring opportunities to address specific issues
 - b) Re-evaluate the performance of the CEO in six months.

Related Documents:

- . Casselman Public Library. **GOV 13 – Delegation of Authority to the Chief Executive Officer**
- . Casselman Public Library. **CEO Job Description** (to follow)

Editor's Note:

For a comprehensive overview of CEO competencies, see the SOLS Competencies Index – Sample Profiles – CEO at www.sols.org Competencies are the skills, abilities and knowledge necessary for successful individual job performance and the successful achievement of organizational outcomes. Competencies are valuable for identifying areas of professional development.