



Issue Note - Board Member Evaluations

BACKGROUND

A mandatory evaluation is completed annually to assess Board members individually on the expectations and objectives associated with the legislated responsibilities of a Board member in accordance with the *Corrections and Conditional Release Act*, and Parole Board of Canada mission, mandate, policies and guidelines.

Procedure

- The reporting cycle for annual assessments is from April 1 to March 31st, consistent with the public service's fiscal year.
- The Board member and their Vice-Chairperson establish commonly understood expectations to measure their performance in relation to each of the objective at the beginning of the reporting cycle.
 - *For those Board members who have served less than six months in the reporting period, the Vice-Chairperson is encouraged to meet with them to provide feedback and identify areas where additional learning and development could be of benefit.*
- At the end of the reporting cycle, Vice-Chairpersons are responsible for: Completing the Annual Evaluation form, indicating if the Board member has fulfilled the outlined objectives/expectations.
 - Providing feedback to each Board member based on the review of PBC decisions/hearings.
 - Recommending where additional training, mentoring, and support would be beneficial.
 - Discussing and identifying appropriate strategies to support the member in meeting the objectives, if and where required.
- All evaluations are submitted to the Chairperson for review. The Chairperson and the Executive Vice-Chairperson will provide comments, sign each evaluation and return it to the Board member.

Key Messages

- The Board Member Evaluation Process is a mandatory and formal mechanism by which the Vice-Chairperson engages in a dialogue with each Board member

to note their strengths, as well as areas of concern, to ensure that Board members meet all expectations associated with their position within the PBC, and to promote their professional growth.

- Although the evaluation process works on an annual feedback cycle, Vice-Chairpersons and Board members continue to engage in regular feedback discussions during the year.

Prepared by: Board Member Secretariat
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