



Beaumont Soccer Association

H007- Administrator Performance Review

Adoption Date:

Revision No: 1

Policy Type				
Administrative	Board	Financial	HR	Technical

This policy ensures that the Administrator's performance is assessed in a fair and constructive manner, promoting continued professional growth and alignment with the goals of Beaumont Soccer Association.

1. Policy

- 1.1. Reviews will be performed annually by the President and Treasurer, prior to the Administrator's contract renewal date.
- 1.2. Feedback will be gathered from Board Members, with a focus on key areas such as administrative efficiency, financial management, communication, compliance, and leadership. The Administrator will also provide a self-assessment of the role.
 - 1.2.1. The review will include constructive feedback on strengths and areas for improvement. Goals for the following year will be set, and an action plan will be created if necessary.
 - 1.2.2. If improvements are needed, the President and Treasurer will arrange for additional follow-up meetings to assess progress and support the Administrator.

2. Change Control

Change Description	Approved on Date
New policy	