

BOARD PERFORMANCE EVALUATION POLICY

I. PURPOSE AND BACKGROUND

This policy establishes a procedure for the Board of Retirement to assess its efficiency and effectiveness and to engage in a process of self-evaluation to develop and improve its effectiveness as a fiduciary body.

II. POLICY GUIDELINES

- A. The Board Performance Evaluation shall be conducted annually, or at a frequency as directed by the Board.
- B. The timeframe for conducting the annual Board Performance Evaluation shall generally commence in July - September of each year with a determination of how the evaluation shall be facilitated and who will participate in the creation of the survey. The survey results will typically be presented to the Board at the November meeting. The Chair may adjust the timing of the evaluation as necessary.
- C. The policy may also be used as the framework to evaluate Board Committees.
- D. The scope of the evaluation process and any resulting actions should be strictly limited to the operations and decision-making practices of the Board itself. Issues pertaining to operations of MCERA or to Management and staff will fall within the scope of other appropriate Board policies, such as the Executive Director Performance Policy.

III. PROCEDURES

The Board performance evaluation process will consist of a short survey administered to Board members, the Executive Director, and Board Counsel. The evaluation process could include optional one-on-one interviews with board members.

- A. The Board Chair, or designee, and Executive Director, or Governance Committee (if created by the Board), shall agree upon the Evaluation Facilitator. The Evaluation Facilitator may be an MCERA staff member or an outside consultant.
- B. The content of the performance evaluation may be expanded with the consent of the Chair, or designee, and Executive Director, or Governance Committee, to include additional statements or topics as necessary to address any changed circumstance or emerging issues.

- C. The evaluation facilitator will prepare and distribute the Board performance evaluation survey, which shall be conducted electronically. The survey shall be conducted anonymously, without the ability for the facilitator to identify the respondent.
- D. Trustees, Executive Director, and Board Counsel shall complete the evaluation survey. Other individuals may be asked to complete the survey, at the request of the Board/Chair or Governance Committee.
- E. The content of individual comments or other information submitted shall be treated as confidential and anonymized for results distributed to the Board.
- F. The evaluation facilitator will prepare and present a summary report to the Board and will facilitate discussion of the summary report.
- G. Any actions resulting from the evaluation process will be recorded in the minutes of the Board meeting.
- H. The Board Performance Evaluation includes:
 - 1. Trustee Self-Evaluation (for self-reflection)
 - 2. Board Evaluation (for the functioning of the Board as a whole)
- I. The Board Performance Evaluation may contain the following:
 - 1. Board Educational Needs Assessment (to gauge interest and preferences)
 - 2. Staff Board Evaluation (for Executive Staff and Counsel evaluation of the Board as a whole)

IV. POLICY REVIEW

This policy is subject to change in exercise of the Board's judgment. The Board shall review this policy at least every three years to ensure that it remains relevant and appropriate.

V. POLICY HISTORY

This policy was adopted by the Board of Retirement on September 21, 2022.