

**BOARD AND MANAGER EVALUATION COMMITTEE (BME)****CHARTER****Purpose**

To develop, implement, and analyze evaluation tools for annual board and general manager evaluation. To facilitate a discussion about the results that identifies areas for improvement.

**Composition**

The committee will consist of at least two members of the board.

**Authority**

BME reports to the board. The chairperson will call the meetings, set the agenda, and write meeting notes. The chairperson, or designated BME member, participates in the regularly scheduled meetings with the GM and board president.

**Duties and Responsibilities for Board Evaluation**

1. To set the calendar for each step of the board evaluation process.
2. To be responsible for ensuring that the board completes the evaluation process.
3. Revise C and D policies as deemed necessary.

**Duties and Responsibilities for General Manager Evaluation**

1. To set the calendar for each step of the evaluation process.
2. To develop or revise the evaluation process and tools.
3. Complete a reporting table of B reports which includes the B policy, the date of the report, and any comments the board made at the time of the reporting.
4. Review GM Evaluation and committee recommendations for contract renewal with the full board in an executive session.
5. Write a formal evaluation of the GM with a summary of the results, and present findings and contract decision to the GM.
6. Maintain confidentiality in handling all information involved in the evaluation.

The committee will meet when necessary to uphold its responsibilities.

This charter and calendar will be reviewed annually.

**BME COMMITTEE CALENDAR**

**May** - Identify BME committee members, elect chair, and set meeting time.

### **BOARD EVALUATION CALENDAR**

**July - Sept:** Decide on evaluation process, tools, and timeline.

**November:** Conduct and/or complete individual board self-evaluations.

**December:** Conduct and/or complete evaluations of the board as a group.

### **MANAGER EVALUATION CALENDAR (\*For a GM employed less than six months, a preliminary evaluation will be devised.)**

**Sept – Nov:** Develop and/or revise evaluation process and tools. Determine timeline for evaluation. Develop B policy reporting table to provide to board members.

**December:** Board completes individual evaluations of the GM and GM completes self-evaluation.\*

**January:** Final evaluation review by the full board in executive session.

**January and February:** BME writes and board discusses and approves formal written review of the GM, which will include evaluation summary and annual contract review. BME presents the review to the GM.

This charter and calendar will be reviewed annually.

Adopted 04/06/2001  
Revised 08/19/2015  
Revised 11/16/2016  
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