

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 monthly 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.
4. Serve as Ad Hoc committee for Bylaws or Articles of Incorporation Amendments.

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. Scribe will compile.
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

Upon seating of New Board- - 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. BME presents the review synopsis for discussion by the full board in executive session.

MANAGER EVALUATION CALENDAR

July–Oct: Develop and/or revise evaluation process and tools. Revisit timeline for evaluation.

January: GM completes self-evaluation by January 15th. Scribe and BME work together to prepare summary of B reports for the past year.

February: Board members individually provide feedback for GM. BME compiles and board discusses and approves formal written review of the GM, which will include evaluation summary and annual contract review, delivered no later than February 28th.

March: In executive session at the March board meeting, the board and GM will have a conversation about that evaluation which will be used to determine the annual contract terms of the GM. The contract will run April 1-March 31.

This charter and calendar will be reviewed annually.

Adopted
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