

**POLICE & FIRE DEPARTMENT RETIREMENT PLAN  
BOARD PERFORMANCE ASSESSMENT POLICY**

Suggested edits at May 25, 2017

**BACKGROUND**

1. The purpose of this policy is to provide a framework and process to allow the Board to periodically review its own performance and practices, and engage in self-analysis. The focus of the policy is strictly limited to the Board. Separate processes and policies may be developed for reviewing the performance of the System, the Director, or vendors.
2. The Governance Committee shall be responsible for coordinating the Board performance assessment processes described herein.
3. The Governance Committee is authorized to, at its discretion, select and appoint a third party to assist the Governance Committee in coordinating this policy.

**GUIDELINES**

4. Upon the conclusion of every odd-numbered fiscal year, the Governance Committee will ensure a survey is administered to all board members, allowing them to evaluate and comment upon the effectiveness of the Board and its committees.<sup>1</sup> Each board member shall also be invited to participate in a follow up telephone call with the Chair of the Governance Committee or a third-party to expand upon their survey responses. The results of the survey and follow-up telephone discussions will be summarized in a manner that attempts to maintain the anonymity of board members' responses. The summary shall however disclose the names of all board members who participated in the survey.
5. To assist the Board in completing the above survey, the CEO will provide the Board with a report summarizing the number of board and committee meetings held, board member attendance, board education efforts, and any other information the CEO believes may be appropriate.
6. The Governance Committee shall review the summary of responses and, based on the results, may develop recommendations for the Board's consideration.
7. The Chair of the Governance Committee shall present the summary of the responses to the Board, along with any recommendations developed by the Governance Committee.
8. The Board shall review the results and recommendations of the Governance Committee and may take any actions, as appropriate.
9. The Governance Committee shall monitor progress in implementing any Board actions arising out of the assessment, and shall report back to the Board at least on an annual basis.
10. In intervening years, the Governance Committee may recommend to the Board that an additional assessment be performed, which may consist of any or all of the following: a survey, interviews, group discussion.
11. Every four years, or as otherwise determined by the Board, the Board may direct the Governance Committee to coordinate an assessment of stakeholders' satisfaction with the Board. This may take the form of consultations with members of City Council, the City Administration, or representatives of employee associations or retiree associations; or other suitable research methods.

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<sup>1</sup> The survey shall contain a notification to board members that completed surveys may be public records subject to public record requests.

## **POLICY REVIEW & HISTORY**

12. The Board will review this policy at least once every three (3) years.
13. The Board reviewed and adopted this policy on June 1, 2017.