
EXECUTIVE DIRECTOR PERFORMANCE EVALUATION POLICY

I. PURPOSE

The Board of Retirement supervises the Executive Director. Formal evaluation procedures and practices are an important component of sound Board governance and management. This process shall be performed on an annual Fiscal Year basis or on another interval agreed upon between the Board of Retirement and the Executive Director.

II. OBJECTIVES

The objectives of this policy are to:

1. Assist the Board in arriving at and communicating clear and meaningful goals and performance targets for the Executive Director;
2. Ensure that the Executive Director receives meaningful, objective and timely feedback that will allow the Executive Director to perform, over time, at the highest levels possible; and
3. Enable the Board to hold the Executive Director accountable for performance.

III. ROLES

1. The Board will be responsible for evaluating the performance of the Executive Director.
2. The Chair and Vice Chair will be responsible for coordinating the evaluation process. The Board may use a third party to facilitate the process.

IV. POLICY GUIDELINES

Process and Timelines

1. The Executive Director will discuss the following items with the Chair and Vice Chair during May of each year:
 - a. Proposed changes to the Executive Director evaluation criteria for the current fiscal year;
 - b. Proposed Executive Director evaluation criteria for the next fiscal year.
2. Criteria for evaluating the performance of the Executive Director will fall into six categories:
 - a. Progress on Organizational Objectives
 - b. Strategic Leadership
 - c. Board Relations and Support
 - d. Communications
 - e. Organizational Management
 - f. Investment Program

3. The Board will attempt to ensure that the evaluation criteria:
 - a. Are objective and measureable; and
 - b. Pertain only to outcomes over which the Executive Director has a reasonable degree of control.
4. The Chair will distribute the Executive Director Evaluation Package to each member of the Board in May. The Evaluation Package will include copies of the Evaluation Form, Executive Director Charter and the Executive Director's self-evaluation. The Executive Director's self-evaluation report is designed to assist the Board in the evaluation process. It should describe the extent to which the Executive Director believes the evaluation criteria were met over the past year, as well as all relevant supporting data. The report may also describe any additional accomplishments during the year.
5. The Chair will also distribute a Staff Evaluation Form to all staff members of the Mendocino County Employees Retirement Association, along with copies of the Executive Director Charter.
6. The Board and staff shall treat this material as confidential. Completed evaluation packages will be returned to the Chair or the designated third party within the time frame specified. The Chair will ensure that all data is tabulated and summarized and treated as confidential.
7. Evaluation of the Executive Director will be completed by July of each fiscal year. The evaluation process itself will be conducted in closed session. In June, the Chair will distribute a summary of the completed Executive Director evaluation data and invite discussion by the Board. At the conclusion of discussion, the Chair will make any revisions directed by the Board and deliver a copy of the written evaluation to the Executive Director. In July, the Executive Director will join the Board in closed session for review and discussion of his/her performance along with any suggestions for improvement.
8. Upon completion of the Executive Director Evaluation Form, the Chair and the Executive Director will sign the Evaluation Form and cause it to be placed in the Executive Director's personnel file.

Documentation

The Executive Director Evaluation Form may take the format the Board deems appropriate, but must allow Board members an opportunity to provide general comments.

Compensation

The Board of Retirement may consider the Executive Director's Compensation at the time the annual performance evaluation is conducted or as soon as possible after the evaluation is delivered to the Executive Director.

V. POLICY REVIEW

The Board will review this policy at least every three years to ensure that it remains relevant and appropriate.

VI. POLICY HISTORY

The Board adopted this policy on September 19, 2012.

The Board amended this policy on January 19, 2016.

The Board amended this policy on February 22, 2018.

The Board amended this policy on July 15, 2020.

The Board amended this policy on April 20, 2022.

The Board reviewed this policy on April 16, 2025.