

SERS Board Governance Policy Manual

Policy Name: SERS Board Self-Assessment Policy
Policy Number: 2018 POL-BD-13
Effective Date: December 5, 2018; as amended May 2, 2023.
Reviewed Date: April 25, 2023
Applies To: SERS Board Members and Board Member Designees
Contact Person: Director of Governance and Strategic Initiatives

I. Purpose

The purpose of this policy is to provide a process by which the Board can regularly review and assess its performance and to identify subject areas that may be appropriate for educational/training sessions, pursuant to the Board Education Policy. This policy is based on a determination that self-assessment is necessary to maintain a high functioning Board and to foster a culture of continuous improvement. For purposes of this policy, "Board" and "Board member(s)" include designee(s).

II. Procedures

The Board as a whole is responsible for evaluating its own performance. All Board members are responsible for assessing their knowledge in relevant subject areas and are expected to participate in the Board self-assessment process. The Board Governance and Personnel Committee will oversee coordinating the implementation of this policy.

- A. The Board self-assessment shall be initiated by the Director of Governance and Strategic Initiatives and the Board Governance and Personnel Committee to evaluate performance through the end of the biennial or annual evaluation period, as established by the Board Governance and Personnel Committee (the "Evaluation Period"). Subject to the Commonwealth Attorney's Act, and budget and procurement requirements, the Board Governance and Personnel Committee may, with Board authorization, engage the services of either in-house or external legal counsel or a third-party consultant, as it determines is appropriate to facilitate the self-assessment and follow-up improvement planning.
- B. When a Board self-assessment is undertaken, the Director of Governance and Strategic Initiative shall collaborate with the Board Governance and Personnel Committee to establish and facilitate the board self-assessment process. and to review the evaluation questionnaires being used and make modifications, as appropriate. The evaluation questionnaires shall provide Board members with a

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framework for evaluating the performance of the Board and Committees and identifying subject areas that may be appropriate for improvement or educational/training sessions.

- a. The questions contained in the evaluation questionnaires may be in any format deemed appropriate, but the evaluation questionnaires must allow Board members to provide written comments or suggestions.
 - b. The evaluation questionnaires shall be designated as "confidential," and responses to the evaluation questionnaires shall remain anonymous and confidential.
- C. Copies of the evaluation questionnaires shall generally be distributed to each Board member in the first month of the first calendar quarter following the end of the Evaluation Period.
- D. All Board members shall be asked to complete the evaluation questionnaire and return it to the chairman of the Board Governance and Personnel Committee or designated third party within two weeks of receipt.
- E. The Board Governance and Personnel Committee may include evaluations from senior staff and peer-to-peer member (*i.e.*, Board member-to-Board member) evaluations in the process.
- F. The chairman of the Board Governance and Personnel Committee or designated third party shall prepare a summary report without attribution of responses and discuss it with the Board Governance and Personnel Committee members by the close of the first calendar quarter following the end of the Evaluation Period.
- G. At the next regularly scheduled meeting of the Board, the chairman of the Board Governance and Personnel Committee or designated third party shall report to the Board, in executive session, on the conclusions and recommendations of the Board Governance and Personnel Committee. The Board shall consider results of the process in planning future training, education and skills development. Completed evaluation questionnaires shall be destroyed after completion of Board discussions.
- H. The evaluation process and subsequent actions on the part of the Board shall be recorded in the minutes of the Board meeting.

III. Review

The Board Governance and Personnel Committee shall review this policy and recommend any changes to the Board at least every two years to ensure that it remains relevant and appropriate.

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Document Properties

- a. **Document Owner:** Executive Office
- b. **Document Author:** , Director Governance and Strategic Initiatives
- c. **Summary of Changes:**

Date	Version	Author	Summary
January 9, 2018	2018 POL-BD-13	SERS Legal Office	The process the Board has established by which the Board can regularly review and assess its performance and to identify subject areas that may be appropriate for educational/training sessions.
May 2, 2023	2018 POL – BD-13	Director Governance and Strategic Initiatives	Biennial Review. Updates to recognize changes in process and organizational structure.