

BOARD PERFORMANCE EVALUATION POLICY

INTRODUCTION

- 1) The objective of this policy is to set out a process whereby the Retirement Board may engage in self-evaluation for the purposes of continuously developing and improving its own effectiveness.
- 2) The scope of the evaluation process and any resulting actions should be strictly limited to the operations and decision-making practices of the Board itself. Issues pertaining to the operations of KCERA or to Management and staff will fall within the scope of other appropriate Board policies, such as the *Chief Executive Officer Performance Evaluation Policy*.
- 3) The Administrative Committee shall be responsible for coordinating the implementation of this policy, and making recommendations to the Board for addressing any issues arising from the evaluation.
- 4) The Board's performance evaluation will be completed on an annual basis, although the Board may defer or cancel the evaluation in any year if extenuating circumstances arise (e.g., when significant turnover on the Board occurs).

PROCEDURES

- 5) The Board performance evaluation process will consist of a short survey administered to Board members followed by optional one-on-one interviews with each board member.
 - a) The Board performance evaluation survey will be administered by a third-party designated by the Administrative Committee or the Chief Executive Officer. The survey will provide Board members a framework for reviewing the performance of the Board and for raising, in an anonymous manner, any concerns or suggestions they may have. The Administrative Committee will from time-to-time review the Board performance evaluation survey and make modifications, as appropriate.
 - b) After completing the Board performance evaluation survey, board members shall be invited to participate in optional one-on-one interviews with the third-party

administrator of the survey. Such interviews will serve as an opportunity for board members to provide additional detail about their survey responses, or to raise any issues not noted in the survey.

- 6) The third-party administrator of the survey shall provide the Administrative Committee with a Report of Findings summarizing Board members' input and suggestions raised in the survey and follow-up interviews. In preparing such Report, the third party may edit Board members' responses or comments, as appropriate (e.g. to maintain the anonymity).
- 7) The Chair of the Administrative Committee will facilitate discussion of the Report of Findings by the Administrative Committee and will report to the Board on the discussions, conclusions, and recommendations of the Administrative Committee. Alternatively, the Administrative Committee may direct the third-party administrator of the survey to report the Committee's findings and recommendations to the Board.
- 8) The Board shall consider the Administrative Committee's findings and recommendations and approve any resulting actions or initiatives.

POLICY REVIEW AND HISTORY

- 9) This policy shall be reviewed at least every five years.
- 10) This policy was:
 - a) Adopted by the Board on April 13, 2016.
 - b) Amended on August 11, 2021 and April 13, 2022.