

BOARD AND MANAGER EVALUATION COMMITTEE (BME)

CHARTER

Purpose

To develop and implement appropriate evaluation tools for annual board and general manager evaluation.

The evaluation tools will be relevant to those being evaluated, able to be used each year to establish trends and history, and will be based on the responsibilities and expectations set out in current co-op policy. The Committee will strive to remain current on best practices for evaluation in the co-op and natural foods community and industry. The results of the annual evaluations should provide the General Manager (GM) and the Board of Directors with information on how each are doing at their respective jobs, and should be a tool for measuring current practices. The results can be used to identify areas for change and to set goals.

Composition

The Committee will consist of at least two members of the board. The Committee will elect a chairperson annually at the May committee meeting.

Authority

The Board and Manager Evaluation Committee report to the board. The Chairperson will call the meetings, set the agenda, and report to the board on a regular basis.

Duties and Responsibilities for Board Evaluation

1. To set the calendar for each step of the board evaluation process.
2. To present to the board for approval a proposed evaluation process and tools to be used for that year's board evaluation. To develop or revise the process and tools, the Committee will review the board goals set by the board during that year as well as areas of board responsibilities stated in the policies.
3. To be responsible for ensuring that the board completes the evaluation process annually and for creating the document that summarizes the outcomes.

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 and present to the board and General Manager for approval.
3. Complete the Policy Monitoring checklist each month.
4. Review all documents with the full board in an executive session.
5. Write a formal evaluation letter to the General Manager with a summary of the evaluation results and the compensation agreement for approval by the full board.
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 in May.

BOARD AND MANAGER EVALUATION COMMITTEE CALENDAR

May - Identify BME committee members, elect chair, and set meeting time.

BOARD EVALUATION CALENDAR

July - Sept: Decide on evaluation process, tools, and timeline. Present proposed evaluation process and tools to the board for approval in September.

October – Conduct and/or complete board evaluation for the previous 12 months.

MANAGER EVALUATION CALENDAR

Sept - Nov – In conjunction with the General Manager, develop and/or revise evaluation process and tools. Determine timeline for evaluation. Present proposed process and tools to the board for approval in October.

December – Conduct evaluation.

January – Final evaluation review by the full board. Write and approve formal letter to the General Manager which will include evaluation summary and compensation agreement.

This charter and calendar will be reviewed annually in May.

Adopted 12/03/2008
Reviewed 4/23/2014
Revised 05/21/2014