

SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION
BOARD SELF-EVALUATION POLICY

I. OBJECTIVES

- A. The objective of this policy is to provide a process whereby the Board of SDCERA may engage in self-analysis and discussion for the purposes of continuously improving its own effectiveness as a fiduciary body.

II. GUIDELINES

- A. The board self-evaluation shall be conducted every three years. The Chair, with the assistance of the Executive Committee, will be responsible for scheduling and coordinating the self-evaluation, utilizing the services of an independent consultant to develop the self-evaluation questionnaire and present the results.
- B. The board self-evaluation shall generally commence in May of every third year, and shall be completed promptly thereafter.
- C. Procedures for conducting the self-evaluation are contained in Appendix 1.

REVIEW

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

HISTORY

April 1, 2004	Adopted, effective July 1, 2014
December 6, 2007	Amended
April 5, 2012	Revised, effective immediately
June 4, 2015	Revised, effective immediately

APPENDIX 1

BOARD SELF-EVALUATION PROCEDURES

The procedures for conducting the annual self-evaluation are as follows:

1. The timelines herein are guidelines only. The Executive Review Committee may adjust the timing of the self-evaluation, as necessary, provided the self-evaluation is completed near the beginning of each fiscal year for the prior fiscal year.
2. The board self-evaluation shall generally commence in May of each year.
3. The Board Self-Evaluation Discussion Guide (the Discussion Guide) will be developed by an independent consultant in consultation with the Chair, the Executive Committee, and the Chief Executive Officer. The purpose of the Discussion Guide will be to provide trustees with a framework for evaluating the performance of the Board and for rising, in a confidential manner, any concerns or suggestions they may have. The questions contained in the Discussion Guide may take any format deemed appropriate, but the Discussion Guide must allow trustees to provide written comments or suggestions. The Discussion Guide is considered a draft document to be used in preparing the summary report.
4. The independent consultant will distribute copies of the Discussion Guide to each trustee on a confidential basis.
5. Trustees shall complete the Discussion Guide and return it to the independent consultant within a period of time to be specified by the independent consultant. The independent consultant shall ensure that a method is provided for the completed Discussion Guides directly to the consultant on an anonymous basis; any follow up in connection with return of the Discussion Guides shall be by the consultant directly. The independent consultant will ensure that the completed Discussion Guides are tabulated and a summary report prepared in a manner that preserves the confidentiality of the surveys. The independent consultant shall not disclose which trustees returned or did not return the Discussion Guides, the content of individual trustees comments, or other information submitted by individual trustees to SDCERA staff.
6. The independent consultant will present the summary report to Board and will facilitate discussion of the summary report.
7. The results of any discussions and resulting actions on the part of the Board will be recorded in the minutes of the board meeting.
8. Completed Discussion Guides will be destroyed by the independent consultant upon completion of the self-evaluation process each year, in order to protect the confidentiality of participants' responses.