



**SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (RHCTF)
RHCTF BOARD SELF-EVALUATION POLICY**

Objectives

- 1) The objective of this policy is to provide a process whereby the Retiree Health Care Trust Fund Board (Board) may engage in self-assessment and discussion for the purposes of continuously developing and improving its own effectiveness as a fiduciary body.

Principles

- 2) The review of the Board's performance is performed most effectively by the Board members themselves with input from staff as appropriate.
- 3) The Board's self-evaluation process should include the participation of all Board members, and be consistent with the provisions of *The Sunshine Ordinance* and *The Brown Act*.¹
- 4) The scope of the Board's self-evaluation process, and any resulting actions, should be strictly limited to the operations and decision-making practices of the Board itself. Issues pertaining to Fund operations will fall within the scope of other Board policies.

Guidelines

Procedures

- 5) The Board will from time-to-time review the Self-Evaluation Survey(s) and make modifications, as appropriate. Due to cost considerations, it is expected that the evaluation will normally be administered using a survey. The Board may, however, determine that in certain years the Self-Evaluation Survey be replaced or complemented by personal interviews to obtain more detailed or robust input from Board members.
- 6) The purpose of the Self-Evaluation Survey will be to provide Board members with a framework for reviewing the performance of the Board, and for raising, in an anonymous manner if desired, any concerns or suggestions Board members may have. The Self-Evaluation Survey may take any format deemed appropriate, however, it must provide opportunity for Board members to provide written comments or suggestions.

¹ The *San Francisco Sunshine Ordinance* and The Ralph M. Brown Act, California Government Code Sections 54950 et seq.

- 7) In about the fourth quarter of each fiscal year, copies of the Self-Evaluation Survey will be distributed to each Board member.
- 8) Board members and, if applicable, staff, are required to complete and submit the Self-Evaluation Survey within 30 days of receiving it. If required to do so, staff need only complete the relevant portions of the Survey. The Board will determine the method for distributing, submitting and tabulating the Survey (e.g. paper, internet, etc.).
- 9) Any Board member failing to submit a completed Self-Evaluation Survey within 30 days of receiving it will have all Fund educational travel privileges automatically suspended, and will be issued written notification that they have an additional 15 days from the date of the notification to submit their completed Self-Evaluation Survey. If the Board member submits the Self-Evaluation Survey within the 15 day period, educational travel privileges will be automatically re-instated. Any Board member failing to submit the Self-Evaluation Survey within the timeframes provided herein and who wishes to have travel privileges reinstated must petition the Board.
- 10) The Board's discussions, and any resulting actions, will be summarized in the minutes of the Board meeting.

Policy Review

- 11) The Board will review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

Policy History

- 12) The Retirement Board adopted this policy on INSERT.