

32<sup>nd</sup> District Agricultural Association

## Board Policies

### 5.05 CEO Performance Evaluation

*Date Adopted/Last Revised: Month #, 20XX*

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*Note: Capitalized terms not otherwise defined in this Board Policy have the meanings set forth in the Definitions section of Board Policy 1.01. Should any provision in this policy contradict any provision of California law, California law shall control.*

#### Purpose

The purpose of this policy is to ensure that the 32nd DAA's CEO receives consistent and timely feedback about their performance from the Board.

#### Policy

The Board will formally evaluate the CEO's performance on an annual basis using the approved form from the California Department of Food & Agriculture. The evaluation will be based upon:

- An evaluation of the organization's performance in the last fiscal year compared to the organization's mission, vision, and strategic goals
- An evaluation of the CEO's professional performance and growth compared to goals developed by the Board in collaboration with the CEO
- A self-evaluation by the CEO
- Feedback from direct staff reports about the CEO through the Human Resources Department

#### Procedure

The CEO's performance evaluation will be finalized during the first quarter of each fiscal year. The Board will provide their evaluation in both written form and in person during an executive evaluation session. The CEO will have the opportunity to comment, respond, include other assessment information, and suggest growth and development ideas before and during the evaluation session.

During the executive evaluation session, the CEO and the Board should discuss and formalize any specific goals for the following year. These goals should be rooted in the organization's performance against strategic goals, as well as the overall leadership of the executive.

The CEO will have the option to receive his/her personnel evaluation during open session or a public meeting or during a closed session of a public meeting. In connection with the CEO's personnel evaluation, the Board will comply with all notice requirements under the Bagley-Keene Open Meeting Act.

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