

Rocky Mountain Risk Insurance Group/Rocky Mountain Risk

POLICY NO. C-4
DATE: November 11, 2020

Subject: EVALUATION OF EXECUTIVE DIRECTOR--GUIDELINES

The Board shall institute and maintain a comprehensive program for the evaluation of the Executive Director on a regular basis that is consistent with state law and agreed upon by the Board and the Executive Director.

Through this evaluation process, the Board will strive to accomplish the following:

1. Clarify the Executive Director's role as chief executive officer of the Rocky Mountain Risk Insurance Group and Rocky Mountain Risk through the development of a job description setting for the duties and responsibilities of the position and defining objectives that will contribute to achievement of Rocky Mountain Risk Insurance Group and Rocky Mountain Risk goals.

2. Develop positive communication and harmonious working relationships between the Board, the Executive Director, member districts, and advisory councils.

3. Measure the Executive Director's professional growth and development, and level of performance relative to administration of the Rocky Mountain Risk Insurance Group and Rocky Mountain Risk.

- 3.1 The president of the Board shall consult with the Executive Director and the entire Board and may consult with Management Advisory Council when revising the process for evaluation of the Executive Director.

- 3.2 As a precondition to the evaluation process, the Board and the Executive Director will develop a position description that sets forth the duties and responsibilities of the position, as well as the expectations for the Executive Director. The evaluation of the Executive Director will be based on criteria that are determined prior to the evaluation; these criteria will be structured to have a direct relationship to the Executive Director's position description.

- 3.3 The Executive Director's performance shall be reviewed at least annually, and pursuant to the terms of the Executive Director's contract. Additional objectives may be established at intervals agreed upon with the Executive Director.

3.4 The evaluation process should be designed to afford Board members the opportunity to evaluate the performance of the Executive Director. A written evaluation document will be prepared by the Board based on the evaluation of the Executive Director and shall represent a synthesis of information collected from Board members and the Management Advisory Council.

3.5 The Executive Director shall have an opportunity to review the document with the Board in executive session. The report shall be signed by the Executive Director and the president of the Board.

3.6 The evaluation document shall contain a written improvement plan (if appropriate), be specific as to performance strengths and weaknesses, and specifically identify data sources and sources of information upon which the evaluation was based. The Executive Director will be entitled to submit written comments to the evaluation document.

3.7 Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by statute, Board policy or contract. All employment decisions remain within the sole and continuing discretion of the Board.

LEGAL REF.: C.R.S. 22-5-107