

# Governance Policies of the Board

**Title:** Monitoring Board Appointed Officer Performance

**Category:** Board-Board Appointed Officer Linkage

**Policy No. BL-5**

Adopted: May 18, 2004  
Chair: Joe Judge

Latest Revision: July 29, 2015  
Chair: Gary Kremen

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date.

Systematic and rigorous monitoring of BAO job performance will be reviewed solely against the only expected BAO job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

- 5.1. Monitoring is simply to determine the degree to which Board policies are being met. Data which does not do this will not be considered to be monitoring data.
- 5.2. The Board will acquire monitoring data by one or more of four methods:
  - 5.2.1. Internal reporting, such as agenda and non-agenda memorandum, CEO Bulletin, BAO memorandum, or Quarterly Performance Report, in which the BAOs disclose compliance information to the Board.
  - 5.2.2. Board-selected third party review to assess compliance with Board policies.
  - 5.2.3. Direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
  - 5.2.4. Board-requested projects or program status reports.
- 5.3. In every case, the standard for compliance shall be any reasonable BAO interpretation of the Board policy being monitored.
- 5.4. All policies which instruct the BAOs will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule. See following table:

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Policy	Method	Frequency
Ends	Outcome Measures	Quarterly
EL-2 Customer Relations	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-3 Human Resources	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-4 Financial Management	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-5 Procurement	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-6 Asset Protection	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-7 Communication and Support	Ad Hoc Report	Upon Discovery of Non-Compliance
EL-8 Inclusion, Equal Employment Opportunity, Discrimination/ Harassment Prevention and Diversity	Ad Hoc Report	Upon Discovery of Non-Compliance

- 5.5. Monitoring of each BAO's job performance will be against the expected BAO job output: accomplishment of the duties for which he/she is accountable to the Board, and performance within the applicable limitations established by the Board. The monitoring shall occur through review of reports submitted by the BAO in accordance with the Board Appointed Officer Performance Evaluation procedure.