

UUCA GOVERNING POLICIES  
Monitoring Executive Performance

Monitoring Executive performance is synonymous with monitoring organizational performance against Board policies on Ends and on Executive Limitations. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future rather than review the past.

1. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information that does not do this will not be considered to be monitoring.
2. A given policy may be monitored in one or more of three ways:
  - a. Internal Report: Disclosure of information about how the Executive or his designee is complying with Board Ends and/or Executive Limitations. This will usually be conveyed through a written report to the Board provided at the request of the Board. A common example of this is the Executive’s regular report to the Board.
  - b. External Report: Discovery of information by a disinterested auditor, inspector, or judge who is selected by and reports directly to the Board in order to examine how the Executive or his designee is complying with Board Ends and/or Executive Limitations on a Board-designated topic. These reports from an external consultant will only assess performance against existing policies of the Board.
  - c. Direct Board Inspection: Discovery of information about how the Executive or his designee is complying with Board Ends and/or Executive Limitations by a trustee, a Board committee, or the Board as a whole. This is a Board inspection of documents, activities, or circumstances directed by the Board that allows a “prudent person” test of policy compliance.
3. Upon the choice of the Board, any policy may be monitored by any method at any time. However, each of the Ends and the Executive Limitations policy of the Board will be classified by the Board according to frequency and method of regular monitoring (see chart). As often as possible these reports should be included in the Board mailing for regularly scheduled Board meetings so that trustees may thoroughly review them prior to the meeting.

UNITARIAN UNIVERSALIST CHURCH OF ASHEVILLE GOVERNANCE

Frequency and Method of Regular Monitoring

For Program Year 2010-2011

Policy	Method	Frequency
Accountability – achievement of Ends and Vision of Ministry	Internal report – annual plan to achieve Ends and Vision of Ministry	Annually – August
	Internal report – ongoing updates on achievement of Ends and Vision of Ministry	Monthly – Sept. - May
	Internal report – additional focus on Stewardship	Oct. Jan. May
	Direct inspection by Board – Review of Ends and Vision of Ministry against Executive’s Annual Plan	Annually – June
Member/Staff/Volunteer Treatment and expanding/sustaining the Beloved Community	Internal report including Membership & Attendance figures	Quarterly – Sept. Dec. March June
Executive Limitations	Direct inspection of all limitations by Board	Annually - June
Financial condition & Protection of assets	Direct inspection by Finance Committee for the Board with reporting of any issues by Treasurer	Monthly – except July
	External report (financial review)	Biennially – November 2010
Financial planning (budget)	Internal report – budget development	Jan., Feb., March
	Direct inspection – Draft Budget	Annually – April
Staff compensation and benefits	Internal report as part of budget process	Annually - April