

## STANDARDS FOR PERFORMANCE EVALUATION

### OVERVIEW

**Committee Charters** are considered best practices for good corporate governance. Committee charters help the board to meet its legal and regulatory commitments. In addition, committee charters serve as a reference for disputes between committee members and remind them of the legal framework in which they must operate. The wording in the charter orients new committee members to the committee's structure and its rules. The work that board committees perform acts as an extension of the board's important work, providing a comprehensive and effective process for meeting board goals and objectives.

### Components:

The components of the KMBA's committee charter covered the following areas.

1. Mission
2. Duties and Responsibilities
  - a. Policies
  - b. Oversight of implementation
  - c. Evaluate Performance
  - d. Continuous Education
3. Authorities
4. Membership
  - a. Structure and Quorum
5. Meetings
  - a. Agenda, Minutes and Reports
6. Support
7. Charter Changes
  - a. Review of Charter

### Guidelines

KMBA Performance Evaluation Guidelines identify how the quality of an evaluation is conducted based on the existing policies and best practices of the organization.

1. **Independent** – KMBA does not prohibit any members of the committees to make comments and recommendations as to the conduct of the evaluation.
2. **Goals** – the need for regular board and committee evaluation sets a good corporate governance standard for monitoring and evaluation of performance of each committee members.
3. **Transparency** – Evaluation Tool and Results of the Board and Committee Evaluation are presented and discuss during the board meeting and posted at KMBA's website.
4. **Conduct of Evaluation** – Performance Evaluation of the Board and Committees are set every six (6) months. Annual Performance Evaluation is done, usually at the first quarter of the following year.
5. **Evaluator** – KMBA has two (2) set of evaluation form distributed to board and committee members upon conduct of evaluation.
  - a. Self-Evaluation form to evaluate their own performance;
  - b. Board Evaluation form to evaluate the performance of the other board and committee members.