

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration/Board of Directors	Policy # P2017-01
Title:	Submittal and Review of Board Goals	

PURPOSE

Rancho Murieta Community Services District may conduct a Board Goal Workshop annually for the Board of Directors to submit, discuss, and agree upon new goals. The purpose of this Policy is to establish the procedures for the submittal of and review of the goals set by the Board of Directors, which are high level, direction setting goals for the District.

BASIC POLICY AND OBJECTIVES

Definitions

A goal is defined as a desired result or possible outcome that a person or a system envisions, plans and commits to achieve. Goals are set by the Board of Directors.

An objective is defined as one's efforts or actions (i.e., implementation strategies) that are intended to achieve the goal. Objectives are set by the General Manager.

Submittal of Board Goal Suggestions

1. The Rancho Murieta Community Services District's Board of Directors may hold a Board Goal Workshop annually to submit, discuss, and agree upon new goals. Management staff may attend the meeting also.
2. Each Director is given an updated copy of the Board Goals from the previous year, Rules and Roles for Workshops and a blank dialogue sheet to complete.
3. The Dialogue Sheet is for the Directors to write down their suggestions for goals for the District. The areas covered on the Dialogue Sheet include: Water/Wastewater/Drainage, Security, Solid Waste, Community Relations, RMA/RMCC Relations, Employee Relations, Development, and District/Board.
4. After each Director completes and submits his/her Dialogue Sheet, the District Secretary will combine them onto one sheet, color coding them by Director. The Dialogue Sheet is used to consolidate items for discussion.
5. At the Board Goal Workshop, the General Manager will provide a summary of the suggested goals and include objectives for each goal based upon input from the Directors.
6. At the Board Goal Workshop, Directors, along with Department Managers, will discuss each suggestion. The Directors will then agree, by consensus, on whether or not the suggestion is a Board goal.
7. Once a goal is agreed upon, the Directors, with input from Department Managers, will agree upon a start date and a due date for the goal as necessary.

8. The General Manager will provide the Board of Directors a quarterly status report on the progress of the Board goals. These status reports will generally be given at the April, July, and October regular Board meetings or as needed. The fourth quarter status (for the period of October through December) will be given at the Board Goal Workshop.

Approved by Rancho Murieta Community Services District's Board of Directors	March 15, 2017
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