

TSC STAFF RETIREMENT BENEFITS SCHEME



BOARD EVALUATION PROCEDURES 2024

VISION

An exceptional pension scheme offering comfort in retirement

MISSION

To ensure prudent utilization of Scheme Funds and provide timely benefits to members and their beneficiaries

CORE VALUES

- **Integrity**
- **Equity and fairness**
- **Respect for members**
- **Accountability**
- **Innovativeness**

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1.0. Introduction

The Teachers Service Commission Staff Retirement Benefits Scheme is committed to continuous improvement in governance practices. Regular evaluation of the Board of Trustees is essential to ensure that the Board is effectively fulfilling its responsibilities and operating in the best interests of the Scheme and its members.

2.0. Purpose and Scope

The purpose of this policy is to establish a framework for evaluating the performance of the Board of Trustees, both collectively and individually. This policy applies to all Trustees and is designed to enhance the Board's effectiveness, accountability, and governance standards.

3.0. Evaluation Objectives

The objectives of the Board Evaluation Procedures are to:

- **Assess Board Performance:** Evaluate the Board's overall performance in fulfilling its fiduciary and governance responsibilities.
- **Identify Areas for Improvement:** Identify strengths and areas for improvement in the Board's functioning, decision-making processes, and governance practices.
- **Enhance Individual Trustee Contributions:** Assess the contributions of individual Trustees and identify opportunities for personal development and training.
- **Support Strategic Goals:** Ensure that the Board's performance aligns with the strategic objectives of the Scheme.

4.0. Evaluation Process

4.1. Frequency and Timing

- Annual Evaluation: The Board will conduct a formal evaluation of its performance annually. The evaluation process will be scheduled to allow sufficient time for reflection and discussion before the start of the new fiscal year.

4.2. Evaluation Methods

- Self-Assessment: Trustees will complete a self-assessment questionnaire designed to evaluate their individual contributions and overall Board effectiveness.
- Peer Review: Trustees will participate in a peer review process, providing feedback on the performance of their fellow Trustees.
- External Evaluation: The Board may engage an independent external evaluator to conduct a comprehensive review of the Board's performance.
- Workshops and Discussions: The Board may hold workshops or facilitated discussions to review evaluation results and develop action plans.

4.3. Areas of Assessment

- Governance and Leadership: The Board's effectiveness in setting strategic direction, overseeing management, and upholding governance standards.
- Decision-Making: The quality, timeliness, and transparency of the Board's decision-making processes.
- Risk Management: The Board's role in identifying, assessing, and managing risks that could impact the Scheme.
- Stakeholder Engagement: The Board's effectiveness in engaging with stakeholders, including members, sponsors, service providers, and regulatory authorities.
- Individual Performance: The contributions of individual Trustees, including attendance, participation, and adherence to the Code of Conduct.

5.0. Roles and Responsibilities

- Board of Trustees: The Board is responsible for overseeing the evaluation process, ensuring that it is conducted fairly and effectively.
- Chairperson: The Chairperson is responsible for coordinating the evaluation process, including the distribution of self-assessment questionnaires, scheduling of evaluations, and facilitating discussions.
- Trust Secretary: The Trust Secretary is responsible for maintaining records of the evaluation process and ensuring that all documentation is properly filed.

6.0. Feedback and Reporting

- Confidentiality: The results of individual assessments will be kept confidential and will only be shared with the Chairperson and the individual trustee concerned.
- Board Report: A summary of the Board's overall performance will be compiled into a report, which will be presented to the full Board for discussion and approval.
- Communication: The evaluation report will be communicated to relevant stakeholders, including members and regulatory authorities, as appropriate.

7.0. Action Plan and Follow-Up

- Development of Action Plan: Based on the evaluation results, the Board will develop an action plan to address identified areas for improvement. This plan will include specific actions, timelines, and responsibilities.
- Monitoring Progress: The Board will monitor the implementation of the action plan regularly and adjust it as necessary to ensure continuous improvement.
- Continuous Learning: Trustees shall be required to participate in training and development programs to address any skills gaps or areas for personal growth identified in the evaluation.

8.0. Review and Revision of Policy

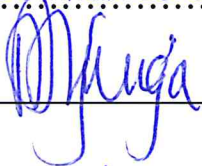
This policy will be reviewed every three years or as required by changes in legal, regulatory, or business requirements. Any revisions must be approved by the Board of Trustees.

9.0 Adoption and Sign-Off

This policy is adopted by the Teachers Service Commission Staff Retirement Benefits Scheme and is effective from the date of approval by the Board of Trustees.

Signed by the Trustees of **Teachers Service Commission Staff Retirement Benefits Scheme** on this TH20.....day of ~~SEPTEMBER~~2024

COMMISSIONER MBAGE NJUGUNA NG'ANG'A



MR. FRANKLIN KIPRONO CHOGE



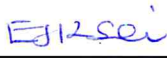
MR. GEORGE MUNENE GICHONJO



MS. JENNIFER WAITHIRA NDEGE



MS. ERICA KIPSOISOI RUTTO



MR. GEORGE ONYANGO ODAWO



MR. SAMUEL MWENDA KITHINJI



MR. JOSHUA KITHUNU KAMANA



In the presence of the Trust Secretary

MRS. SALOME KARAMBURI MWITI

