



DRAFT
***California Student Aid Commission
Personnel, Evaluation and Nominations (PEN) Committee
Proposed Charter***

Provide the annual review of the Executive Director's performance, analyzing the information, and presenting recommendations to the Commission, oversee a fair and inclusive process for the annual election of Commission officers, ensure there is a quality orientation process available for all new Commissioners and review and update governance policies. The charge of the Committee shall include the following matters: The Personnel, Evaluation and Nomination Committee is responsible for:

1. Developing and making recommendations to the Commission on the process for the annual review of the Executive Director's performance and the establishment of the criteria.
2. Collecting and preparing the information for the annual review of the Executive Director's performance, analyzing the information, and presenting recommendations to the Commission.
3. Developing an inclusive process for the annual election of Commission officers, ensuring that all Commissioners who are willing to serve as officers be considered for election; and
4. Developing the orientation process for new Commissioners, and periodically reviewing the orientation process and materials.
5. Reviewing and recommending any updates as needed to the Commission's written governance policies, such as meeting procedures and committee structure.

Proposed to

***California Student Aid Commission
on September 24, 2020***