



Chautauqua, Cattaraugus, Allegany & Steuben Counties
Southern Tier Extension Railroad Authority
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"This institution is an equal opportunity organization"

Terry Everetts, Chairman
Richard Zink, Chief Executive Officer

MANAGEMENT PERFORMANCE EVALUATION STANDARDS POLICY

This is a summary of the standards to be used by the STERA Board in evaluating senior management of STERA on an annual basis.

1. Job Knowledge and Skills

Evaluation Parameters: Do staff members have requisite specialized knowledge and skills to enable them to perform their jobs effectively?

2. Discharge of Responsibilities as Corporate Officers

- CEO
- CFO
- Contract and Procurement Officer
- Records Retention Officer
- Secretary

Evaluation Parameters: Do staff members comply with Bylaws, regulatory requirements, and public official laws? Do staff members provide information to the Board and assist them with Board and organizational responsibilities?

3. Availability to Board Members for Assistance

Evaluation Parameters: Do staff members provide information to the Board regarding Board and organizational responsibilities, and are staff members accessible for this purpose?

4. Management of Projects

Evaluation Parameters: Do staff members manage STERA projects effectively and in compliance with all applicable regulations?

5. Compliance

Evaluation Parameters: Do all staff members act in a manner to comply with all regulatory requirements?

6. Ethical Conduct, Transparency, Accountability, Fiduciary Responsibilities

Evaluation Parameters: Do all staff members act in a manner to adhere to these organizational principles?

7. Training

Evaluation Parameters: Have all staff received required NYS ABO training?

8. Summary Evaluation

Evaluation Parameters: Are staff member performance adequate as regards the above evaluation parameters, or are there deficiencies that can be remedied or are there improvements that can be made?

9. Recommendations

What recommendations can be made regarding staff conduct and activities?

**This Policy was approved and adopted on March 8, 2011
by the Board of Directors of the
Southern Tier Extension Railroad Authority.**

Thomas M. Barnes

Name

Corporate Secretary

Office

March 9, 2015

Date