



OMSMPC CODE OF GOOD GOVERNANCE

ANNEX A: Annual Performance Evaluation Form Template for the Board of Directors and Committee Officers

In alignment with the principles of Sustainable Governance and Long-Term Resilience, the Online Micro Sellers Multipurpose Cooperative (OMSMPC) has integrated sustainability and ethical governance indicators into the annual performance evaluation process. This initiative ensures that cooperative leaders demonstrate transparency, accountability, and ethical leadership in their respective roles.

The Annual Performance Evaluation Form for the Board of Directors and Committee Officers provides a structured framework for assessing leadership effectiveness, ethical decision-making, and operational performance. By evaluating officers based on key governance indicators, the cooperative fosters a culture of continuous improvement, collaboration, and responsible leadership.

This form serves as a guide for assessing the performance of the Board of Directors and Committee Officers and is included as Annex A of the Code of Good Governance. It may be modified or reformatted as necessary to align with the specific measurement requirements of the cooperative while upholding the core principles of fairness, objectivity, and integrity.

Annual Performance Evaluation Form

Instructions:

As part of the cooperative's annual governance review, each OMSMPC officer is required to complete an evaluation of two fellow committee members. Each committee consists of three members, and these assessments provide valuable insights into individual contributions and overall committee effectiveness.





Rating Guide:

- Use the provided rating scale for all evaluation areas.
- Whole-number ratings are preferred; however, half points (e.g., 3.5) may be used if necessary to reflect a more precise assessment.
- Ratings of 3, 3.5, or 4 indicate solid and competent performance, while 4.5 and 5 should be reserved for exceptional performance that consistently exceeds expectations.

Participants are encouraged to provide honest, fair, and objective assessments. Responses cannot be edited once submitted, so please review your entries carefully before finalizing.

Evaluation Form

1. Personal Information

- Full Name (Last Name, First Name, MI)
- Position in the Committee (*Chairperson, Vice Chairperson, Secretary, Treasurer, Member*)
- Name of the Officer Being Evaluated (Last Name, First Name, MI)
- Position of the Officer Being Evaluated (*Chairperson, Vice Chairperson, Secretary, Treasurer, Member*)

Performance Criteria

A. Attendance and Participation

(Rate from 1 to 5, where 1 = Poor, 5 = Excellent)

- Attendance at Committee Meetings
- Punctuality at Committee Meetings
- Participation in Discussion and Meeting Proceedings
- Promptness of Deliverables (e.g., Minutes of Meetings, Project Assignments)





B. Leadership and Professionalism

(Rate from 1 to 5, where 1 = Poor, 5 = Excellent)

- Leadership: Ability to envision, engage, and energize team members
- Ownership & Accountability: Takes responsibility for tasks and achieves results
- Teamwork & Collaboration: Builds relationships and fosters inclusivity
- Integrity & Discipline: Behaves ethically and professionally

C. Initiative and Commitment

(Rate from 1 to 5, where 1 = Poor, 5 = Excellent)

- Participation in Cooperative Projects and Activities
- Initiative & Continuous Learning: Manages time efficiently and seeks self-improvement
- Cooperative Principles & Practices: Demonstrates understanding of cooperative values and governance

Final Remarks and Recommendations

(Evaluator's comments on the officer's strengths, areas for improvement, and recommendations for development.)

This concludes the **Annual Performance Evaluation Form for the Board of Directors and Committee Officers**. The template serves as a structured guide for performance assessment and may be adjusted based on the cooperative's evolving governance requirements.

