

**Public Records Advisory Council's Best Practices (KPM #2):**  
Required annual self-assessment survey of the council

<b>1</b>	Executive Director's performance expectations are current.
<b>2</b>	Executive Director receives annual performance feedback.
<b>3</b>	The agency's mission and high-level goals are current and applicable.
<b>4</b>	The board reviews the Annual Performance Progress Report.
<b>5</b>	The board is appropriately involved in review of agency's key communications.
<b>6</b>	The board is appropriately involved in policy-making activities.
<b>7</b>	The agency's policy option packages are aligned with their mission and goals.
<b>8</b>	The board reviews all proposed budgets (likely occurs every other year).
<b>9</b>	The board periodically reviews key financial information and audit findings.
<b>10</b>	The board is appropriately accounting for resources.
<b>11</b>	The agency adheres to accounting rules and other relevant financial controls.
<b>12</b>	Board members act in accordance with their roles as public representatives.
<b>13</b>	The board coordinates with others where responsibilities and interests overlap.
<b>14</b>	The board members identify and attend appropriate training sessions.
<b>15</b>	The board reviews its management practices to ensure best practices are utilized.