

## METRICS AT A GLANCE: Policies and Procedures

Bylaws, policies, and procedures play an important role in how your club operates and reacts to change. In addition to comparative analysis of financial & operational and compensation & benefits metrics, Club Benchmarking allows clubs to consider characteristics such as governance structure, strategic planning, member-related policies and risk management. Qualitative comparisons based on these aspects provide insight into best practices which are characteristic of the industry's most successful clubs.

### Leadership and Committees

- Board Size
- Responsibility for Election of President/Officers
- President's Term of Office
- Maximum consecutive terms—President
- Maximum Consecutive Terms—Board
- Maximum Consecutive Terms—Committee Member
- Benefits or Compensation to President/Officers
- Succession Sequence—BOG
- Election Policies—Officers & Directors
- Documentation of Roles and Responsibilities
- Term of Board Appointments
- Board & Committee Orientation Programs
- Annual Board Retreats
- Board Awareness of CMAA Membership Benefits
- Policy on Alcohol Service at Board Meetings
- Number & Purpose of Committees
- Committee Member Selection Process
- Relationship between Committee Chairs and Board

### Strategic Planning

- Committee Participation—Senior Club Executive
- Range of Long-Term Strategic Plan
- Responsibility for Strategic Planning
- Long Range Planning Committee Structure
- Term of Service—Strategic Planning Committee
- Approval of Strategic Plan
- Membership Survey in Strategic Plan Development
- Board Management of Strategic Plan Action Items
- Relationship of Budgets to the Strategic Plan



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### Member-Related Policies

- Cell Phone and PDA Policies Including Usage, Restrictions and Future Plans Regarding Those Policies
- Acceptable Dress for Informal Dining
- Required Dress for Formal Dining
- "Significant Other" Policies Including Designations, Privileges and Restrictions

### Risk Management and Insurance

- Limit of Property Coverage (TIV-Total Insured Value)
- Property Insurance Annual Premium
- Property Insurance Carrier
- Total Dollar Amount of Property Claims in Prior Year
- Limit of Liability Coverage (TIV-Total Insured Value)
- Liability Insurance Annual Premium
- Liability Insurance Carrier
- Total Dollar Amount of Liability Claims in Prior Year
- Workers Compensation Insurance Carrier
- Workers Compensation Annual Premium
- Workers Compensation MOD Rating
- Total Dollar Amount of Workers Compensation Claims in Prior Year
- PEO/Employee Leasing Firm

