



## **Policy for Approval of Executive Director Compensation**

The Executive Director of The Women's Home is the principal representative of The Women's Home, and the person responsible for the efficient operation of The Women's Home. Therefore, it is the desire of The Women's Home to provide a fair yet reasonable and not excessive compensation for the Executive Director. The annual process for determining compensation is as follows: The Women's Home Executive Committee shall annually evaluate the Executive Director's performance, and ask for his/her input on matters of performance and compensation.

Approval. The Executive Committee will obtain research and information to approve the compensation (salary and benefits) of the Executive Director based on a review of comparability data. For example, The Executive Committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This data may include the following:

- 1. Salary and benefit compensation studies by independent sources; such as United Way's wage and benefits survey.**
- 2. Written job offers for positions at similar organizations;**
- 3. Documented telephone calls about similar positions at both The Women's Home and other non-profit organizations; and**
- 4. Information obtained from the IRS Form 990 filings of similar organizations.**

Concurrent Documentation. To approve the compensation for the Executive Director the Executive Committee must document how it reached its decisions, including the data on which it relied. Documentation will include:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the Executive Committee who were present during the discussion about compensation and benefits, and the results of the vote;
- c) A description of the comparability data relied upon and how the data was obtained; and
- d) Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.

Independence in Setting Compensation: The President of the board of directors, who is a volunteer and not compensated by The Women's Home, will operate independently without undue influence from the Executive Director.

No member of the Executive Committee will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.

Date approved: October 3, 2012