

Compensation Policy For WACOSA's Executive Director

Introduction:

WACOSA strives to be the best provider of services to the consumers we serve. WACOSA believes that it is in the best interest of the organization to fairly compensate the Executive Director for the value of the leadership provided. It is WACOSA's intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and non-discriminatory in theory, application and practice. Unless otherwise delegated to the Executive Committee, the WACOSA Board of Director is the single authority instilled with the power to carry out, review and adjust compensation for WACOSA's Executive Director.

Criteria:

The compensation system will price the Executive Director position to applicable markets by using local, state and industry specific survey data. Tools such as the MN Salary Tool and DT&H Survey Info obtained from the MN Attorney General's web site along with the MN Nonprofit Salary and Benefits Survey may serve as solid reference points in the wage evaluation. Market differences based on geographic location and company size will be taken into consideration. When reviewing an incumbent director's compensation, internal information may also be gathered. The Compensation Policy shall remain flexible enough to ensure that WACOSA is able to recruit and retain a highly qualified Executive Director.

Terms of compensation:

The Executive Directors compensation will be reviewed annually. Agency financial performance will be considered when determining whether or not an increase will be given to the Executive Director. Additionally, performance related to board-approved goals/objectives and WACOSA's strategic plan will also be assessed when annual compensation decisions are made. Pay for the Executive Director will be proportionate to the pay increases allowed for other WACOSA staff positions. Bonuses or payouts will be determined in like manner.

Process:

The Board of Directors of WACOSA will be responsible for reviewing and approving compensation for the Executive Director. The Board may choose to have a task force or sub-committee collect applicable data and make a recommendation. The Board shall set the pay range and specific components of the total compensation package for the Executive Director and review it on an annual basis. When compensation decisions are made, documentation will be kept outlining approval dates, names of Board members involved in the task force or sub-committee used (should one be formed), specific data ultimately used to justify the wage adjustment and disclosures of any conflict of interest that may exists by Board members participating in this decision. This data will be recorded on the Executive Compensation Recording Form.

Definition of Total Compensation:

Compensation for the Executive Director would include base pay, as determined by the Board. Additionally, WACOSA's Executive Director will be eligible for any year end distributions that may be given out to staff. At this time, the Executive Director is not eligible for any additional benefits or perquisites above and beyond what WACOSA's other staff may receive. Reimbursements made to the Executive Director under WACOSA's Expense Reimbursement Policy will not be considered compensation but will be considered a necessary operating expenditure to conduct the businesses of the organization.