



BOARD APPROVAL OF EXECUTIVE COMPENSATION

Approved by the Board of Directors October 21, 2014

The Executive Director of Woods Humane Society is the principal representative of the organization, and the person responsible for its efficient and effective operation. Therefore it is the desire of Woods Humane Society to provide a competitive yet reasonable and non-excessive compensation for the Executive Director.

The annual process for determining compensation is as follows:

1. The President will distribute an approved annual evaluation form to the Board of Directors
2. Each member of the Board of Directors will be asked to evaluate the Executive Director and return to the President
3. The Executive Director will be asked to submit a self-evaluation to the President which will be distributed to the Board of Directors
4. The Executive Committee will review all submitted documentation, discuss changes in compensation, employment, etc., and make a recommendation to the Board of Directors

Board Approval

The Executive Committee will obtain the necessary data to make a recommendation to the full Board of Directors for compensation (salary and benefits) of the Executive Director. That data may include:

- Salary and benefit compensation studies by independent sources, including the Society of Animal Welfare Administrators (SAWA).
- Written job offers for positions at similar organizations with similar budget sizes.
- Information obtained from the IRS Form 990 filings of similar organizations.
- Information obtained from the local Chamber of Commerce or other local sources.

Documentation

To approve the compensation for the Executive Director the Board of Directors must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved. Documentation may include the following:

- Description of the compensation and benefits and the date approved
- Members of the board who were present during the discussion
- A description of the comparability data relied upon and how the data was obtained