



# EXECUTIVE COMPENSATION PROCESS

This process shall become effective on May 24, 2016

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## 1. Purpose:

The purpose of this policy is to ensure compensation of the Executive Director is set at a level and structured in a manner required to attract, engage and retain qualified personnel needed to fulfill the organization's mission.

## 2. Requirements:

- Compensation deliberations and decision making is performed by a designated Human Resources Committee (Committee) of the Board of Directors & should not involve the executive(s) in question.
- Adequate documentation of deliberations and decisions made about executive compensation must be kept by the committee to support the rationale for compensation levels and methods. MHS will not rely on individuals' recollections or after-the fact expression of intentions.

## 3. Process:

- Based upon the proposed or approved budget drafted by the Finance Committee, a salary range will be agreed upon.
- A comparability matrix will be established based on published data from sources such as comparable organization's Form 990s, NH Center for Non Profits Salary survey, and/or Society of Animal Welfare Administrators (SAWA).
- Such data will include comparable Executive Director/CEO salaries; net revenue and expenses of the organizations sampled.
- The Committee shall also call upon comparability data from at least one external source. The Committee shall ensure the information obtained from external resources is reasonable and relevant to the organization and position(s) in question.
- For newly hired Executive Director's, the Committee will review the candidate's resume along with recommendations from the Search Committee against the published job description along with the comparability matrix to ensure compensation is fair and appropriate. All decisions will be documented including rationale and support used in the meeting minutes of the Committee.
- Beginning the 2016/2017 Fiscal Year and on an annual basis, the Human Resources Committee will review the Executive Director's goals, as approved by the Board, and their achievements to determine any changes to the Executive Director's compensation.
- All decisions will be documented in the meeting minutes of the Committee including rationale and support used