



EXECUTIVE COMPENSATION POLICY

Bainbridge Island Senior Community Center

The Executive Director of Bainbridge Island Senior Community Center (BISCC) is the principal representative of BISCC and the person responsible for the efficient operation of the organization. Therefore, it is the desire of the Board of Directors to provide fair and reasonable but not excessive compensation for the Executive Director (and any other compensated employees and consultants).

The annual process for determining compensation shall be as follows: The Board of Directors through the Executive Committee shall annually evaluate the Executive Director on his/her performance and ask for his/her input on matters of performance and compensation. The Board directs the Executive Director to similarly evaluate all BISCC employees and make a recommendation to the Executive Committee.

Board Approval. The Executive Committee will review and evaluate appropriate information to make a recommendation to the full board for the compensation (salary and benefits) of the Executive Director. The Executive Director will similarly review and evaluate BISCC employees who report to him/her and make a recommendation to the Executive Committee, which will review and evaluate the Executive Director's recommendations. As part of the review, the Executive Committee and the Executive Director 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 benefits compensation studies by independent sources;
2. Written job offers for positions at similar organizations;
3. Documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
4. Information obtained from the IRS Form 990 filings of similar organizations.

Current Documentation. To approve the compensation for the Executive Director the board 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 will include:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the board 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 decision 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 BISCC, will operate independently without undue influence from the Executive Director. Aside from the response requested from employees under the second paragraph above, no employee will participate in the Executive Committee functions or proceedings relating to the execution of the requirements under this policy.

Policy approved by the BISCC Board of Directors on August 8, 2018.

By: 
Colleen Keilbart, Secretary