

HUMANITIES WASHINGTON

Executive Compensation Policy

The bylaws of Humanities Washington establish an Executive Committee that has general oversight of the organization's human resources plan. Specific duties include conducting an annual evaluation of the Executive Director and setting his/her compensation. The objective of this policy is to delineate the procedure for determining compensation of the Executive Director and other key employees of the organization.

The Executive Committee meets independently of the Executive Director to discuss performance relative to the position description.

Before the start of these deliberations, in keeping with Humanities Washington's Conflict of Interest Policy, a call is made for Executive Committee members to recuse themselves if there is an actual conflict of interest or the appearance of a conflict of interest of the individual, directly or indirectly, including through an immediate family member or member of the individual's household. Should any committee member or trustee have a conflict of interest or a potential conflict of interest as it relates to this matter, he/she (a) shall notify the Executive Committee of such conflict or potential conflict in writing and (b) shall not participate in any consideration and/or action by the Executive Committee as it relates to executive compensation.

During these deliberations, the Executive Committee may consider input obtained from other board members, staff, professional advisors, grant recipients, and other informed community leaders.

Once a consensus is reached regarding performance, a similar discussion is held concerning compensation relative to annual benchmark and established objectives. Salary surveys for similarly qualified persons in comparable positions at similarly situated organizations such as the annual *Archbright Regional Wage & Compensation Survey* and the annual *Council Staff Salary Report* published by the Federation of State Humanities Councils are used to determine compensation benchmarks for the position.

The Executive Committee will brief the full board of its findings and recommendations in an executive session without the Executive Director present.

The Executive Committee and/or the board chair (a member of the committee) then meet with the Executive Director to discuss and document in writing his/her strengths, areas for improvement, and goals for the upcoming year. Compensation for the upcoming year is also discussed and documented.

All deliberations, discussions, and decisions within the Executive Committee and the executive session of the full board are documented in meeting minutes.