

**National Peace Corps Association
Executive Compensation Policy
Approved 20 June 2016
Policy #2016003G**

The 2016 NPCA Bylaws state:

Section 10.01 President and Chief Executive Officer

The President and Chief Executive Officer (President/CEO) is hired and employed by the Board and is responsible to the Board in fulfilling his/her duties. The President/CEO has day-to-day responsibility for the NPCA and, subject to the direction of the Board, has general charge of the affairs and property of the NPCA, including carrying out the organization's goals and policies. The President/CEO is an ex officio Director and will attend all Board Meetings, report on the progress of the NPCA, and answer questions of the Directors. The President/CEO will carry out the duties described in the Job Description for the President and Chief Executive Officer and any other duties assigned by the Board.

The President & CEO of the National Peace Corps Association (NPCA) is the principal representative of NPCA and the person responsible for the efficient operation of NPCA. Therefore, it is the desire of NPCA to provide a fair, yet reasonable and not excessive, compensation for the President & CEO.

Initial Compensation – At the time the President & CEO is hired, compensation will be agreed upon as negotiated between the Board of Directors (Board) and the President & CEO and reflected in the written offer of employment. The offer will be based on information that includes the verified salary history of the President & CEO in addition to the information that may be considered in the annual salary review (see below).

Annual Review – the NPCA executive committee shall annually evaluate the President & CEO on his/her performance, and ask for his/her input on matters of performance and compensation. The compensation of the President & CEO is reviewed at the same time.

Board of Directors Approval – The executive committee of the Board will consider the results of the performance review and make a recommendation to the full Board for the compensation (salary and benefits) of the President & CEO based on a review of comparability data. For example, the executive committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations in the Washington, DC area and nationally. This data may include the following:

1. Salary and benefit compensation studies by independent sources;
2. Written job offers for similar 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.

Concurrent Documentation – To approve the compensation of the President & CEO, the Board must document how it reached its decision including the data on which it relied, in the minutes of the meeting at which the compensation was approved. Documentation shall include:

1. A description of the compensation and benefits and the date it was approved;
2. The Board directors who were present during the discussion about compensation and benefits, and the results of the vote;
3. A description of the comparability data relied upon and how the data was obtained;
4. Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by any Board director who had a conflict of interest with respect to the decision on the compensation and benefits; and
5. If the Board determines that the reasonable compensation for the President & CEO is higher or lower than the range within the comparability data obtained, the basis for its determination.

Independence in Setting Compensation – The Board chair, who is a volunteer and not compensated by NPCA, will operate independently without undue influence from the President & CEO, but with the full knowledge and consent of the Board.

No member of the Board of Directors involved in the performance and compensation review and decision may be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.