



Executive Director & Key Employee Compensation Policy

Policy for Board Approval of Compensation. The Executive Director of the National Center for Transgender Equality (NCTE) is the principal representative of NCTE, and the person responsible for the efficient operation of NCTE. Therefore, it is the desire of NCTE to provide a fair yet reasonable and not excessive compensation for the Executive Director (and any other key employees/consultants). This process will occur annually unless otherwise stated in Executive Directors contract. The process for determining compensation is as follows:

1. Annual evaluation
2. Use comparability data
3. Document the process

These elements are more fully discussed below.

Annual Evaluation. NCTE's Executive Committee or full board of directors shall annually evaluate the Executive Director on their performance, and ask for their input on performance and compensation.

Board Approval. The Executive Committee will obtain information to make a recommendation to the full board for the compensation (salary and benefits) of the Executive Director (and other key employees/consultants) based on a review of comparability data. This data may include

1. Salary and benefit compensation studies by independent sources;
2. Written job offers for positions at similar sized organizations;
3. Documented calls about similar positions at both nonprofit and for-profit organizations;
4. Cost of living in the location of the Executive Director; and/or
5. Information obtained from the IRS Form 990 filings of similar organizations.

Concurrent Documentation. To approve the compensation for the Executive Director (and other key employees/consultants) 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:

1. A description of the compensation and benefits and the date it was approved;
2. The members of the board 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; and
4. Any actions taken (such as abstaining from discussion 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 Chair of the board of directors, who is a volunteer and not compensated by NCTE, will operate independently without undue influence from the Executive Director. No member of the Executive Committee will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.

Date approved: June 2, 2020