



## **Executive Director Compensation and Evaluation Policy**

### **Compensation:**

The Board of Trustees will set compensation for the Executive Director making sure the salary level and compensation package is not excessive to similarly situated executive directors who manage a non-profit of like size, similar purpose, job duties, geographic area, etc. Salary and overall compensation will be based upon positive evaluations, the factors cited above, changes in job responsibilities or any agreed upon increase or decrease in job hours.

### **Evaluation:**

The Board of Trustees will provide a bi-annual formal, written and oral, evaluation of the Executive Director's performance. The Board reserves the right to increase the number and format of evaluations if it deems it is in the best interest of the Foundation and its operations to do so. Performance criteria will be based upon a review of job responsibilities, strategic plan implementation, fundraising, and overall effective management of Vincera Foundation's operations, programs, and outreach. An evaluation form, agreed to by both parties, will be used as the documented evaluation performance format. An oral piece to this evaluation will allow for questions, dialogue, and feedback. A written summary of this discussion will be attached to the formal document and both will be signed by each party.

### **Term of Years:**

When entering into a new contract with an Executive Director the Term of Years will be articulated. The term policy is two years; however, the Board of Trustees reserves the right to amend this term policy at its discretion.

### **For Cause/Without Cause Termination:**

- Without Cause: 1) The elimination of this position for either budgetary or operational reasons, or
- 2) for any other reason except termination for cause.

- With Cause: 1) The termination of employment for misconduct, any conduct detrimental to Vincera Foundation or its reputation, or its operations or activities.
- 2) Termination for cause may also include termination due to the Executive Director's unwillingness or inability to adequately perform his/her job duties, or for insubordination.

Termination for Cause, as defined above, may occur at any time. In the case of termination for cause due to job performance, normal and/or special written evaluations should address the problem areas and outline a strategy and time frame for improvement.

For early termination without cause by either party, written notice of such must be presented to the Executive Director or President of Vincera Foundation at a minimum of 15 days prior to date of termination.

*Approved by the Board of Trustees*

*3/28/14*