

Minnesota Music Educators Association Executive Compensation Policy

Approved by MMEA Board of Directors, January 10, 2009

Overview

The MMEA Board of Directors is responsible for overseeing the Executive Director, including approving the Executive Director's compensation package (salary and benefits). The Board will ensure that the compensation package is reasonable when compared with similar organizations in terms of budget size, geography, and type of organization. The Board will also verify that the compensation package is reasonable when compared with compensation practices for all MMEA staff, and the costs of the package are within the organization's budget.

Responsibilities

The Board President shall:

- Complete an annual performance review of the Executive Director.
- Get input for the performance review from the Executive Committee. The Board President may also get input from other applicable sources, such as staff members and community partner organizations.
- Consider comparable salary information when making salary recommendations, and make that information available to the Board of Directors.
- Make a recommendation for salary changes (or other compensation package modifications) to the full Board of Directors at the spring Board meeting.
- Provide documentation to MMEA staff on approved salary changes prior to the change taking effect.

The Board Treasurer shall:

- Verify that comparable salary information is from an independent source.
- Verify that Board decisions on executive compensation are accurately recorded in the minutes of the meeting.
- Ensure that any voting Board member with a conflict related to the compensation package is recused from the deliberation and decision.

The Board of Directors shall:

- Consider comparable salary information, results of annual performance review, and the organization's budget when approving changes to Executive Director compensation package.