

Family First

Process for Board Approval of Executive Compensation

The President of Family First is the principal representative of the organization, and the person responsible for the efficient operation of the organization. Therefore, it is the desire of the organization to provide fair, yet reasonable and not excessive, compensation for the President (and any other executives or consultants, as appropriate).

The annual process for determining compensation is as follows: The Board of Directors of the organization shall annually evaluate the President on his performance, and ask for his input on matters of performance and compensation.

Board Approval

The Board will obtain information necessary to make a recommendation for the compensation (salary and benefits) of the President (and other executives or consultants, as appropriate) based on a review of available comparability or market data. For example, the Board may secure data regarding compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This compensation information may include: compensation studies by independent sources; market information regarding positions at other non-profit and for-profit organizations; and information obtained from IRS Form 990 filings of other organizations.

Concurrent Documentation

To approve the compensation for the President (and other executives and consultants, as appropriate) the Board will document how it reached its decisions in the minutes of the meeting during which the compensation was approved. Documentation may include: a description of the compensation and benefits and the date it was approved; the members of the board who were present during the discussion; a description of any material discussions along with any comparability or market data relied upon; the results of the vote regarding such compensation and benefits; and any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation.

Independence in Setting Compensation

The Chair of the Board of Directors and other Directors (except the President), who are volunteers and not compensated by the organization, will operate independently and without undue influence from the President in setting executive compensation. No member of the Board of Directors shall vote on executive compensation if they are a staff member, a relative of a staff member, or have any relationship with staff that could present a conflict of interest.