

Compensation Policy for Executive Director

Approved: January 17, 2018

EnglishUSA is committed to provide a fair and equitable compensation package for the Executive Director. The Executive Director plays a vital role to the success of the organization, and the EnglishUSA Executive Board recognizes that salary adjustments should be considered on annual basis.

There are two types of compensation changes that will be considered. As a small non-profit organization, the financial health of the organization must be considered when making any recommendations for changes to Executive Director compensation.

Definitions

Merit Increase: The Executive Director will be evaluated on his/her job performance annually under the direction of the current President. Prior to the May Board meeting, the President may present to the Board a recommended merit increase in consultation with the Treasurer and Presidential Stream. Note that a merit increase to the Executive Director salary is a permanent (recurring) expense to the EnglishUSA budget.

Bonus: The Executive Board reserves the right to award a discretionary bonus to the Executive Director. Considerations for bonuses will be made by the Treasurer and Presidential Stream. Note that a bonus is a one-time lump sum payment to the Executive Director and is a non-recurring expense to the EnglishUSA budget.

Recommendations and Approvals

Based on the above definitions, the Board may approve one of four alternatives: 1) only a merit increase, 2) only a bonus, 3) both a merit increase and a bonus, or 4) no increase or bonus.

Final decisions for compensation changes will be presented in the Annual Budget voted by the Executive Board during the May Board meeting. All changes will be subject to approval and based on assuring the fiduciary health of EnglishUSA.