

## **Policy for Board Approval of *American Federation of Police & Concerned Citizens* Chief Executive Officer Compensation**

The Chief Executive Officer (“CEO”) of The American Federation of Police & Concerned Citizens (“AFPCC”) is the principal representative of the organization, and the person responsible for the efficient operation of AFPCC. Therefore, it is the desire of AFPCC to provide a fair, yet reasonable and not excessive, compensation for the CEO and any other key compensated employees.

The annual process for determining compensation is as follows: Near the end of each calendar year, the Executive Board of AFPCC shall meet with and evaluate the CEO on his performance, and ask for his input on matters of performance and compensation. The Executive Board shall also evaluate all other key compensated employees.

**Board Approval.** The Executive Board will determine if the CEO’s salary is within acceptable limits for an executive officer serving an organization of AFPCC’s size and scope. For example, the Executive Board will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This data may include:

1. Salary and benefit compensation studies by independent sources;
2. Written job offers for positions at similar organizations;
3. Documented telephone calls about similar positions at nonprofit and for-profit organizations; and
4. Information obtained from IRS Form 990 filings of similar organizations.

**Concurrent Documentation.** The Executive Board must document how it reached its decisions, including the data on which it relied. To qualify as concurrent documentation, written or electronic records of the Executive Board (such as meeting minutes) must note:

- a) the terms of the compensation and the date it was approved;
- b) the members of the Executive Board who were present during the discussion on the compensation that was approved and those who voted on it;
- c) what documents were used for comparison purposes;
- d) any disagreements or debates stemming from the discussion thereof.

Date approved: August 24, 2017