



# NAFC Staff Compensation

The National Association of Free and Charitable Clinics (NAFC) is committed to identify, hire and retain qualified, high performing, and motivated employees to fulfill the organization's mission and support the organization's strategies and values.

In 2013, the NAFC Board of Director's committed to providing a salary and benefit package for positions that meet the median income levels of the Washington DC metropolitan area.

In addition to a salary or an hourly base wage, performance-based pay the compensation packages offers one or more of the following benefits.

- Employer matching contributions to a 401(k) retirement plan for all eligible employees;
- Subsidized health, dental, and long-term disability insurance for employees working thirty hours per week or more, and
- Paid time off for employees working 20 hours per week or more.

On an annual basis, the organization shall review the compensation level for each staff position and the organization's compensation system will include periodic adjustments to pay ranges based on changes in the nonprofit sector, subject to organizational financial constraints. Any adjustments to pay will be consistent and comparable with practice in the nonprofit/association sector.

## CEO Compensation

Compensation for executive staff is determined by the Board of Directors. The Executive Compensation Committee:

- Annually, makes Recommendations for the NAFC Board consideration regarding adjustments to the CEO compensation and benefits package..
- Accompanying the recommendations, provide data as to comparable compensation for similarly qualified persons in comparable positions.
- Contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding CEO compensation.
- The Compensation Committee has the authority: To incur costs of up to \$250 in direct charges (e.g. for published salary surveys, legal services to develop/amend Employment Agreement, etc. management time as needed.
- The Compensation Committee ensures that the bases upon which such compensation recommendations and decisions are made are well justified, reasonable, and documented.
- The Compensation Committee is composed of three Board members, including a chairperson, appointed by the Board at its January/February meeting each year.

Decisions regarding executive staff's compensation are the sole responsibility of the Board of Directors. No member of the staff, including the Chief Executive Officer is a member of the Board of Directors, and the Board of Directors may not delegate the authority to set executive



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compensation to a member of the executive staff. The foregoing policy is adopted to ensure that no member of the staff has a vote on any matter concerning compensation paid to himself or herself.