



## **Executive Compensation Policy**

Approved on April 20, 2022

The Executive Committee of the Pediatric Dermatology Research Alliance, Inc. (PeDRA) has general oversight of the organization's human resource plan. Specific duties include yearly evaluation of the chief executive of the organization.

A competent salary survey is used to benchmark compensation for the position utilizing publicly available information and other methods as deemed appropriate. The Executive Committee meets independent of the chief executive to discuss performance relative to the position description. During these deliberations, the committee may also consider input obtained from other volunteer leaders, staff, professional advisors, grant recipients, and other informed community leaders. It is preferred that these deliberations be conducted by teleconference or in-person, but they may be conducted by email if necessary.

Once a consensus is reached regarding performance, a similar discussion is held concerning compensation relative to the annual benchmark and established objectives. A simple majority of the Executive Committee is required to approve the annual compensation to be offered.

The PeDRA President will then meet with the chief executive and other representatives from the Executive Committee (not required) to discuss and document strengths, weaknesses, and goals for the upcoming year. Compensation for the upcoming year is also discussed and documented.

PeDRA shall evaluate chief executive compensation using the process detailed above at least once every five years. In years when this process is not carried out, the full Board of Directors may approve up to a 3% cost of living adjustment to the chief executive compensation as part of the annual budget approval process.