



AIA
Cleveland

Compensation and Benefits Policy

Adopted February 12, 2016

Article I: Purpose

This policy applies to the compensation and benefits of the Chief Staff Executive.

- A. The process includes all of these elements (1) review and approval by the Compensation Committee of the Chapter, comprised of the president, the immediate past president and the vice president/president-elect, (2) use of data as to comparable compensation and benefits; and (3) contemporaneous documentation and recordkeeping.
 1. Review and Approval – The compensation of the person is reviewed and approved by the Compensation Committee of the Chapter, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
 2. Use of Data as to Comparable Compensation – The compensation and benefits of the Chief Staff Executive are reviewed and approved using data as to comparable compensation and benefits for similarly-qualified persons in functionally comparable positions at similarly situated organizations.
 3. Contemporaneous Documentation and Recordkeeping – There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding compensation arrangement.