



DIFFA Executive Director Compensation Determination Policy

The Executive Director of DIFFA: Design Industries Foundation Fighting AIDS is the principal representative of DIFFA and the person responsible for the efficient operation of the Nonprofit. Therefore, it is the desire of the Nonprofit to provide a fair yet reasonable and not excessive compensation for the Executive Director.

The process for determining compensation is as follows: The Nonprofit shall evaluate the Executive Director on his/her performance, and ask for his/her input on matters of performance and compensation.

The executive committee of the Board of Trustees will obtain research and information to make a recommendation to the full board for the compensation (salary and benefits) of the Executive Director based on a review of comparability data, including compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This data may include the following:

- Salary and benefit compensation studies for positions at similar organizations
- Information obtained from the IRS Form 990 filings of similar organizations.

To approve the compensation for the Executive Director the board must document how it reached its decisions in minutes of the meeting during which the compensation was approved.

Documentation will include:

- A description of the compensation and benefits and the date it was approved;
- The members of the board who were present during the discussion about compensation and benefits, and the results of the vote;
- A description of the comparability data relied upon; and

The Chair of the board of directors, who is a volunteer and not compensated by the Nonprofit, will operate independently without undue influence from the Executive Director.

No member of the Executive Committee will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.