

# Iowa Cancer Consortium Executive Compensation and Performance Review Policy

Effective Date: May 7, 2019



## **Purpose**

This policy provides clear expectations for setting executive compensation and reviewing the performance of all Iowa Cancer Consortium (Consortium) employees and to offer growth and development as part of that goal setting process.

## **Policy**

If a subcontract exists for Consortium management staffing, the performance review process and compensation will follow the policies and procedures of the subcontracted entity.

If a subcontract does not exist:

- The President of the Board of Directors will act as the supervisor for the Executive Director, and will manage the performance review process for the Executive Director.
- Time will be provided at the beginning of each performance cycle for the employee and his or her supervisor to establish mutually agreed upon and written SMART (specific, measurable, attainable, realistic and timely) goals for the coming period. The employee will sign the goal document.
- A copy of the Executive Director's goal document will be provided to all Board members.
- A survey will be generated for the organization's leadership (Board and other leaders identified by the Board President) to provide feedback on the management team's effectiveness annually. The results of this survey will be shared with the Board.
- Recommended increases in the Executive Director's compensation will be based on increases being given for similarly sized not-for-profit organizations in the Iowa City market, with review by an independent party.
- Final votes by the Board regarding the Executive Director's compensation will be reflected in the minutes of the meeting at which the vote is taken.
- The Executive Director is responsible for managing the performance review process for all other Consortium employees.