

JAMAICA MISSIONS USA

EXECUTIVE COMPENSATION POLICY

Article I: Purpose

To provide assurance that Jamaica Missions USA can and will maintain high quality executive leadership by providing “reasonable compensation”.

To protect Jamaica Missions USA, Inc (hereafter called “the Organization”) and its board members from potential penalties.

Article II: Persons Subjected to this Policy

- a) The Executive Director/CEO
- b) All Officers whose salary exceeds \$50,000

Article II: Election of directors:

Directors (except the initial directors) shall be elected, appointed, or designated as provided in the articles or bylaws. If no method of designation or appointment is set forth in the articles or bylaws, the directors (other than the initial directors) shall be elected by the board.

Article III: Compensation Committee

1. The Compensation Committee is authorized to make recommendations to the Board regarding executive compensation.
2. The Committee will obtain and research information to make a recommendation to the full board for the compensation (salary and benefits) of the Executive Director and all officers based on a review of comparability.
3. The Compensation Committee will make this determination at least once annually.
4. Should the Committee does not have comparable data; it shall document any other bases for its determination of a “reasonable compensation”. The data should include, but not limited to:
 - a) Salary and benefit compensation studies by independent sources;
 - b) Written job offers for positions at similar organizations;

- c) Documented telephone calls about similar positions at both nonprofit and for profit organizations; and
- d) Information obtained from the IRS Form 990 filings of similar organizations.

Article IV: Review Process

1. All compensation for Executive Director and Officers will be decided by the Board of Directors and the Compensation Committee in accordance to § 14-3-804.
2. The annual review process will include all three elements below:
 - a) review by an independent body (such as a compensation committee or the executive committee, as long as no one on the review body is employed by the nonprofit);
 - b) use of "comparability data," such as salary surveys, that provide data from nonprofits of similar mission focus, budget size, and geographic region, and
 - c) documentation (usually through minutes of the meeting) of the board's consideration and approval of the compensation
3. No member of the Compensation Committee will be a staff member, officer, the relative of a staff member, or have a relationship with staff that could present a conflict of interest.

Article V: Board Approval

Only those independent directors who are free of conflict of interest may vote on the executive compensation.

The Board shall document how it reached its decisions, including the data on which it relied, in the minutes. Documentation will include:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the board who were present during the discussion about compensation and benefits, and the results of the vote;
- c) A description of the comparability data relied upon and how the data was obtained;
- d) Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.