



AIA
Orange County

Administrative Policy – Executive Compensation

Purpose

The American Institute of Architects, Orange County (AIAOC) is a not-for-profit corporation organized and existing under the laws of the State of California for the purposes of conducting operations and activities as an organization eligible for tax-exempt status under Section 501(c)(6) of the Internal Revenue Code. The purpose of this conflict of interest policy is to document the process for determining the compensation of AIAOC's Executive Director.

Review and approval

The compensation of the Executive Director is reviewed by the AIAOC Executive Committee. The Executive Committee is comprised of the President, Vice President, Treasurer, and Secretary, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

Use of comparable compensation data

The compensation of the Executive Director is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. Annually, the Executive Director prepares a history of the Executive Directors compensation and benefits and provides it to the Executive Committee. When requested, comparable compensations for similar AIA Chapter Executive Directors will also be provided to the Executive Committee.

Contemporaneous documentation and recordkeeping

The Executive Committee will document the deliberations and decisions regarding the compensation arrangement and provide the information to the Treasurer for implementation into the fiscal budget.