

The Wild Center
Executive Compensation Committee Charter
April 15, 2021

Statement of Purpose: The purpose of the Executive Compensation Committee is to annually conduct an appraisal of the Wild Center Executive Director, determine any salary increase and/or salary bonus and contract extension, as outlined in the employment contract between the Natural History Museum of the Adirondacks, Board of Trustees and the Executive Director.

Responsibilities:

- During February annually, or at another time, agreed upon between the Executive Compensation Committee and the Executive Director, the Committee will meet and develop an appraisal of the Executive Director in a manner decided upon by the Committee.
- A member of the Executive Compensation Committee will write the appraisal and forward copies to the Executive Director and the Committee Members after meeting with the Executive Director.
- Based on that appraisal and other factors as determined by the Committee, the Committee will meet no later than March 15 to establish any salary increase and/or bonus and contract extension, if any, as outlined in the Executive Director's employment contract.
- The Committee will forward its recommendation to the Executive Committee. The Executive Committee will take action by March 31.
- The President of the Board of Trustees will inform the other Trustees of the decision of the Executive Committee.
- A member of the Committee will write and send to the Board President and Executive Director, for signatures, any employment contract addendum that may be required as result of the Executive Committee action.

Membership:

- President of the Board of Trustees, who serves as Chair of this Committee.
- Chair of the Finance Committee
- Other members of the Executive Committee

- Other Trustees as determined by the President.
- Currently the Executive Compensation Committee is composed of the Executive Committee plus one other member.

Meetings:

- The Committee meets annually in February and March as outlined above. • Meetings may be called at other times by the Chair.
- The Chair may designate another committee member to call meetings and set agenda.

Reporting requirements:

- Input from all Trustees on the Executive Director's appraisal will be solicited at the January meeting of the Board.
- The President will inform all Trustees of actions taken by the Executive Committee as a result of work from this Committee.

Committee Chair Date

Board Chair Date