

Hebrew Free Loan, Detroit

Process for Determining Executive Director's Compensation

Hebrew Free Loan (HFL) will implement the following process each year for the review of its Executive Director, in order to determine fair compensation (salary and benefits):

- A) The HFL Board president, a vice president and the treasurer will meet annually, prior to the Executive Director's work anniversary. They will discuss and prepare notes on the following categories of the Executive Director's performance: Articulating the vision of the agency; Building community coalitions; Working effectively with lay leadership; Initiative and creativity; Communication/ listening skills; Meeting the financial needs of the agency, (using numerical quantitative assessment by category and qualitative written comments to include praise as well as suggestions for improvement).
- B) The first draft of this performance review document will be shared with the Executive Director, and (s)he will have one week to generate comments in response.
- C) The Executive Director will then meet with the three HFL officers to review this second draft of the performance review document to come to agreement on the comments, as well as to write goals (for the Executive Director and the agency) for the coming year. The Executive Director and Board President will both sign and date a final version of the performance review document.
- D) Based on this performance review, the Executive Director will be eligible for salary and benefits increases. These must be requested by the Executive Director and agreed to in conversation with the HFL Officers mentioned in Part A and ultimately approved by the HFL Executive Committee.
- E) Any changes, based on the decisions from Part D, may necessitate an adjustment to HFL's operating budget. Those changes will be a part of the regular variance process during the year and in conversation with the Jewish Federation.