



CEO Compensation Evaluation Policy

POLICY

The Chief Executive Officer of the American Society for Colposcopy and Cervical Pathology is the principal representative of the Association, and the person responsible for the efficient operation of the Association. Therefore, it is the desire of the Board to provide a fair yet reasonable compensation for the Chief Executive Officer.

PROCEDURE/TIMELINE

A Compensation Evaluation Committee comprised of the President, President-elect, and the two most recent past presidents, with the most distant past president rotating off every year, shall evaluate the Chief Executive Officer every other year on his/her performance, and ask for his/her input on matters of performance and compensation. On the "off-year," the Chief Executive Officer will receive a cost of living adjustment in salary.

The committee will meet in January, discuss with the Executive Committee the month prior to the Scientific Meeting, and then brief the Board at the in-person meeting.

BOARD APPROVAL

The Compensation Committee will obtain research and information to make a recommendation to the full board for the compensation (salary/bonus) of the Chief Executive Officer based on a review of comparability data. For example, the Compensation Committee will secure data that documents compensation levels/bonuses for similarly qualified individuals in comparable positions at similar organizations. This data may include the following:

1. Salary/bonus compensation studies by independent sources;
2. Written job offers for positions at similar organizations;
3. Documented telephone calls about similar positions at both Association and for-profit organizations; and
4. Information obtained from the IRS Form 990 filings of similar organizations.

INDEPENDENCE IN SETTING COMPENSATION

The President of the Board, who is a volunteer and not compensated by the Association, will operate independently without undue influence from the Chief Executive Officer.

No member of the Board will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.

This policy has been reviewed, approved, adopted by the Board of Directors on January 22, 2024