



Dracut Access Television, Inc. (DATV) Policy for Board Approval of Executive Compensation

Date Approved: 10/26/2020

Date Reviewed:

Date Revised: New Policy

The Executive Director of Dracut Access Television, Inc. (DATV) is the principal representative of DATV, and the person responsible for the efficient operation of DATV. Therefore, it is the desire of DATV to provide a fair yet reasonable and not excessive compensation for the Executive Director (and any other highly compensated employees and consultants).

The annual process for determining compensation is as follows: The Board of Directors of DATV (or Human Resources Committee or Executive Committee as may be established) shall annually evaluate the Executive Director on his or her performance, and ask for his or her input on matters of performance and compensation.

Board Approval. The Board will obtain research and information to make a determination (or Human Resources Committee or Executive Committee as may be established will obtain research and information to make a recommendation to the full Board) for the compensation (salary and benefits) of the Executive Director (and any other highly compensated employees or consultants) based on a review of comparability data. For example, the Board (or Committee) will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This data may include the following:

1. Salary and benefit compensation studies by independent sources;
2. Documented telephone calls about similar positions at both DATV and for-profit organizations; and
3. Information obtained from the IRS Form 990 filings of similar organizations.

Concurrent Documentation. To approve the compensation for the Executive Director (and other highly compensated employees and consultants) the Board must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved. Documentation will include:

1. A description of the compensation and benefits and the date it was approved;
2. The members of the Board who were present during the discussion about compensation and benefits, and the results of the vote;

3. A description of the comparability data relied upon and how the data was obtained; and
4. 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.

Independence in Setting Compensation. The Board of Directors, who are volunteers and not compensated by DATV, will operate independently without undue influence from the Executive Director.

No member of the Board of Directors (or Human Resources Committee or Executive Committee as may be established) will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.

APPROVAL AND INTERPRETATION OF THIS POLICY WILL BE MADE BY:

Board of Directors

Date