

Prader-Willi California Foundation
Policy on Compensation of Executive Director and Top Management

Adopted: November 2009

Prader-Willi California Foundation, a non-profit public charitable organization, employs/contracts with an Executive Director to perform the functions of the Executive Director as outlined in the attached Job Description of the Executive Director.

Prader-Willi California Foundation's Board of Directors determines the compensation package of the Executive Director on a case-by-case basis utilizing the following methods:

- the Board of Directors obtains and relies on appropriate comparability data such as that gathered from The Nonprofit Times (www.nptimes.com) and/or Guidestar (www.guidestar.com) or similar data to assess whether the Executive Director's total compensation is fair and reasonable;
- the total compensation package is approved in advance by the Board of Directors, and no individuals who had an actual or potential conflict of interest with respect to the compensation arrangement participated in the deliberations; and
- the Board of Directors adequately and simultaneously documents the basis for its determination.

Prader-Willi California Foundation's Board of Directors annually reviews the performance of the Executive Director utilizing the attached Executive Director Annual Performance Evaluation form.

PRADER-WILLI CALIFORNIA FOUNDATION

POLICY: Job Descriptions

PURPOSE: The purpose of this policy is to provide a clear explanation of personnel job descriptions. The officers/Board of Directors will use these descriptions for recruitment and evaluation of these employees.

POSITION: EXECUTIVE DIRECTOR

REPORTS DIRECTLY TO: Officers and Board of Directors of Prader-Willi California Foundation

QUALIFICATIONS:

- ◆ Current knowledge of Prader-Willi syndrome
- ◆ Ability to communicate in positive manner with parents and professionals.
- ◆ Experience in working with people who have developmental disabilities

JOB SUMMARY:

The Executive Director of PWCF is often the first person that people have contact with when requesting support, education or advocacy for the person who has Prader-Willi syndrome. This person strives to deliver services, which support the mission statement of the organization. The Executive Director:

- ◆ Assumes responsibility for assessment, planning, education, evaluation, and/or referral to appropriate agency for services needed by a family, provider, or person who has Prader-Willi syndrome
- ◆ Provides relevant instruction, counseling, and/or advocacy in different settings using different methods.
- ◆ Strives to support processes that enhance fundraising activities and the financial stability of the organization.
- ◆ Upholds the professional standard as a representative of PWCF
- ◆ Provides phone consultation to families, professionals and persons with PWS.
- ◆ Establishes and participates in educational opportunities to enhance public knowledge and understanding about PWS.
- ◆ Facilitates referrals to community agencies, health professionals and other support agencies as needed.
- ◆ Acts as an advocate for persons with PWS in a variety of different settings.
- ◆ Collects and uses information to enhance the database of the organization in order to improve services to persons with PWS along with those who support them.
- ◆ Coordinates volunteers for various activities and functions sponsored by PWCF
- ◆ Contributes to dissemination of accurate information about PWS by:
 - a. distributing informational materials
 - b. submitting articles or items of interest to the newsletter
 - c. keeping membership informed of legislative issues of concern
- ◆ Collaborates with other professionals to educate, problem solve, and plan for quality services for persons who have PWS.
- ◆ Participates in coalitions and/or committees which support the life long needs of persons with PWS.
- ◆ Educates and informs legislators of the needs and concerns of people who have PWS.
- ◆ Assists officers and/or committee members in planning and executing social outings and membership meetings.
- ◆ Participates in the discussions and issues presented at the Officer/Board of Directors meetings but is not a voting member.
- ◆ Supports a positive image of PWCF along with our national organization.

EVALUATIONS:

- ◆ Will be done on an annual basis and more frequently if needed by the officers/Board of Directors.

PROBATIONARY PERIOD:

- ◆ The probationary period will be 6 months.

BENEFITS:

- ◆ None

SALARY/WAGES:

- ◆ To be determined on an annual basis
- ◆ To be paid on a monthly basis.

Prader-Willi California Foundation

Executive Director Annual Performance Evaluation

Executive Director's Name _____ **Evaluation Date** _____

A Performance Evaluation should be conducted on an annual basis, and more frequently if needed by the officers and Board of Directors. The following scale is to be used to grade each area of consideration:

- 1 = Exceeds range of acceptable performance
- 2 = Acceptable and within range of expected performance
- 3 = Fair or marginally acceptable performance
- 4 = Not acceptable performance
- 0 = Not able to determine

1. Maintains current knowledge of Prader-Willi Syndrome.

Rating _____

Comments:

2. Communicates clearly and in a positive manner with parents and professionals.

Rating _____

Comments:

3. Provides consultation to families, professionals, and persons with PWS to assist with assessment, planning, education, evaluation, and/or referral to appropriate agency(ies) for necessary services.

Rating _____

Comments:

4. Contributes to the dissemination of accurate information about PWS (e.g., distributes brochures/informational materials; submits articles or items of interest to the newsletter; keeps the membership informed of legislative or other issues of concern, etc.).

Rating _____

Comments:

5. Establishes and participates in educational opportunities to enhance public knowledge and understanding about PWS.

Rating _____

Comments:

6. Educates and informs legislators of the needs and concerns of people who have PWS.

Rating _____

Comments:

7. Strives to support processes that enhance fundraising activities and the financial stability PWCF.

Rating _____

Comments:

8. Collects and uses information to enhance PWCF's computer database in order to improve services to persons with PWS and those who support them.

Rating _____

Comments:

9. Coordinates volunteers for various activities and functions sponsored by PWCF.

Rating _____

Comments:

10. Participates in the discussions and issues presented at Officer/Board of Directors meetings (is not a voting member).

Rating _____

Comments:

11. Makes efficient utilization of resources and establishes and adheres to budgetary guidelines.

Rating _____

Comments:

12. Is reliable, accurate, and takes initiative.

Rating _____

Comments:

13. Maintains a positive and professional image of PWCF.

Rating _____

Comments:

14. Performs in a manner that moves the organization forward toward attaining its goals and objectives.

Rating _____

Comments:

15. Additional Comments: