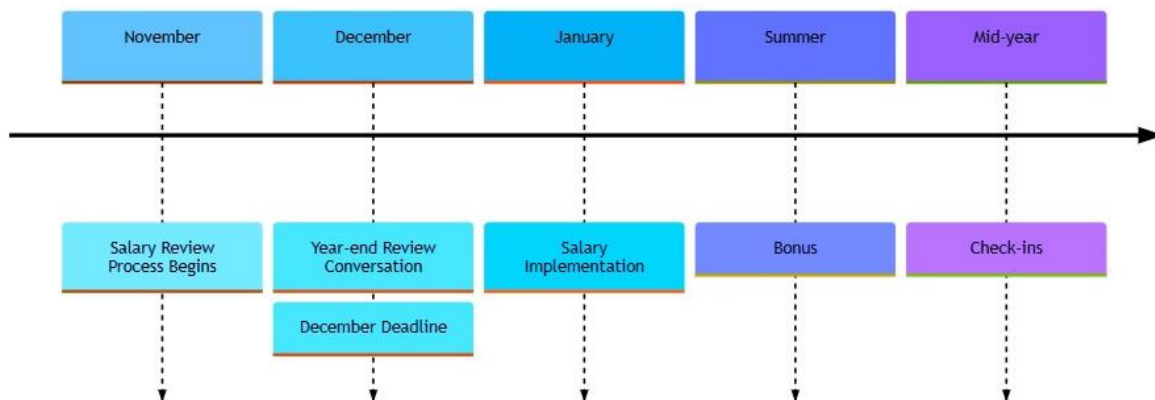


NEUAC's Salary Reviews Timeline and Process Steps

NEUAC's **Executive Director** Salary Review Timeline and Process Steps:

1. November/December
 - Begins each year in November
 - Board President will hold year-end review conversation with Executive Director
 - Executive board review must be completed by December at the latest to determine amount of raise effective January 1st
2. January
 - Implement salary increases (retroactive if review completed after January 1st)
 - Establish performance goals for the upcoming year
 - Begin tracking metrics for annual evaluation
3. Summer (Post-Annual Conference)
 - Provide bonus to staff after annual conference
4. Mid-year performance check-in
 - Budget Process/Finance Committee
 - Include staff raises during annual budget planning process
 - Review budget impact of proposed increases

NEUAC Executive Director Salary Review Annual Timeline



NEUAC's Salary Reviews Timeline and Process Steps

Performance Evaluation Criteria:

Typical Compensation Structure:

- Salary Increase: 3-5% annually
- Bonus: 1-5% of base salary
- Special Performance Bonus: Up to 3% additional for exceeding fundraising goals
- Additional Bonus: 1% for \$50K+ revenue over goal (if no negative equity impact)

Annual Bonus Determination Matrix

This performance evaluation weight matrix provides a strategic framework for assessing NEUAC's Executive Director across the seven primary evaluation areas. The weights to reflect the core mission-critical functions:

1. **Budget Management (20%)** - Financial stewardship
2. **Relationship Management (20%)** – Members and Stakeholder engagement/support. Based on annual survey to members.
3. **Advocacy Work (15%)** - Core mission effectiveness
4. **Staff Management (15%)** - Team leadership.
5. **Annual Conference (10%)** - Event execution
6. **Speaking Engagements (10%)** - Public representation, including a report of outcomes to the executive board.
7. **LIHEAP Action Day (10%)** - Specific advocacy participation

Historical Compensation Pattern (Executive Director):

Year	Action	Percentage	New Salary	Bonus	Date
2016	New Hire	-	\$119,000	-	
2019	Raise	6%	\$126,140	-	
2020	Raise	3%	\$129,924	-	
2021	Raise	3%	\$133,822	-	

NEUAC's Salary Reviews Timeline and Process Steps

2022	Bonus	-	\$133,822	\$5,353	
2022	Raise	10% + 4%	\$156,354	-	
2023	Raise	4%	\$162,674	\$4,880	
2024	No Raise	-	\$162,674	\$4,880	
2025	Raise (Retro)	4%	\$169,180	\$5,000	June 2025

NEUAC's **Operations Director** Salary Review Timeline and Process Steps:

- December (Operations Director Salary Review)
 - Executive Director conducts annual review of Operations Director (Erin)
 - Review occurs on anniversary date
 - Operations Director typically receives same percentage raise as Executive Director

NEUAC Operations Director Salary History

Date	Action	Percentage	Amount
7/30/2022	Salary	-	\$84,800.00
12/1/2021	Raise	10%	\$93,280.00
7/30/2022	Raise @ Anniversary	3%	\$96,078.40
7/30/2022	Bonus	0%	\$0.00
2023	Salary	-	\$96,078.40
2023	Raise @ Anniversary	4%	\$99,921.54
2023	Bonus	3%	\$2,997.65
2024	Salary	-	\$99,921.54
2024	Bonus	3%	\$2,997.65

NEUAC's Salary Reviews Timeline and Process Steps

2025	Salary	-	\$99,921.54
2025	Raise @ Anniversary	4%	\$103,918.40
2025	Bonus	-	\$5,000.00

Authority Structure:

- Board: Reviews and approves Executive Director compensation
- Executive Committee: Determines Operations Director bonus eligibility and amount
- Executive Director: Conducts Operations Director annual review and recommends raises
- Finance Committee: Review and include salaries and bonuses increase during budget process.