



City Rescue Mission of Lansing CEO Compensation Policy

The City Rescue Mission of Lansing (CRM) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines the procedure that determines compensation for its CEO, the Executive Director.

In accordance with the annual budgetary process and approval, the CEO/Executive Director develops a budget that includes all employee compensation except his/her position. The **Personnel Committee**, formed from the board of directors, will determine and review all compensation on a departmental and individual basis before approving and making a recommendation to the full board of directors. Once the Human Services Committee has approved the compensation changes and adjustments, they will meet with the president of the board of directors to discuss the CEO/Executive Director's compensation. They will conclude any changes and recommend to the board of directors for final approval.

The final approval of the **Annual Budget** includes the compensation for all employees, including the CEO/Executive Director. During the meeting of the board to finalize the budget, the board will dismiss the CEO/Executive Director from the meeting, prior to approval of the annual budget, in order to discuss performance and compensation benefits without direct or indirect influence by the CEO/Executive Director. The board president also utilizes the **Association of Gospel Rescue Mission's (AGRM.org)** most recent "Compensation Survey" that shares personnel salaries throughout the country and Midwest. This enables the board of directors to compare compensation benefits for the CEO/Executive Director and other key personnel positions.

According to the will of the board of directors and upon the approval of the annual budget, the president may offer a "**SALARY AND FINGE BENEFIT AGREEMENT**" to the CEO/Executive Director for confirmation and signature. This agreement identifies the (1) salary, (2) vacation, personal and sick days, and (3) health care benefits. This annual agreement binds the appointment of the CEO/Executive Director to the purpose and mission of the City Rescue Mission of Lansing for another year of ministry.