

**NATIONAL ASSOCIATION OF STATE BOATING LAW ADMINISTRATORS**  
Chief Executive Officer Compensation Policy

The Chief Executive Officer (CEO) of the National Association of State Boating Law Administrators (NASBLA) is the principal representative of and the person responsible for the efficient operation of the association. Therefore, it is the desire of the Executive Board to provide a fair, yet reasonable and not excessive, compensation for the CEO (and any other highly compensated employees and consultants).

The Executive Board shall annually evaluate the CEO on his/her performance and ask for the CEO's input on matters of performance and compensation.

**Board Approval.** The Executive Board will obtain research and information to make a recommendation for the compensation (salary and benefits) of the CEO (and other highly compensated employees or consultants) based on a review of comparability data. For example, the board 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. Written job offers for positions at similar organizations;
3. Documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
4. Information obtained from the IRS Form 990 filings of similar organizations.

**Concurrent Documentation.** To approve the compensation for the CEO (and other highly compensated employees and consultants) the Executive 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:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the board who were present during the discussion about compensation and benefits, and the results of the vote;
- c) A description of the comparability data relied upon and how the data was obtained; and
- d) 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 Executive Board shall operate independently without undue influence from the Chief Executive Officer or other association staff members or contract employees. No member of the Executive Board will have any relationship that could present a conflict of interest reference the compensation decision.

It is the policy of the association that, subject to the availability of the sufficient funds:

1. The CEO (and any other highly compensated employees and consultants) shall be compensated with a salary at the median (50<sup>th</sup> percentile) of the marketplace, with an effective range of 75% to 110% of the 50<sup>th</sup> percentile.
2. This compensation structure shall be linked to a comprehensive performance management and evaluation plan that establishes performance measures and, no less annually, evaluates CEO performance in areas including but not limited to, the management of the association and the implementation of the association's strategic plan.
3. A staffing plan for all other association employees and contractors shall be prepared by the CEO and presented annually to the association Executive Board.

The Executive Board Chair shall provide written details of any offer of compensation to the CEO (and any other highly compensated employees and consultants). All compensation offers shall be signed and dated by the CEO (and any other highly compensated employees and consultants) and the Executive Board Chair. Copies of all such offers, whether rejected or accepted, shall be maintained in an appropriate file.

Approved: July 20, 2007  
Executive Board Meeting  
Anchorage, Alaska

Amended: February 5, 2008  
Executive Board Meeting  
Jacksonville, Florida

Amended: February 25, 2020  
Executive Board Meeting  
Lexington, Kentucky