

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Personnel Committee
CLASSIFICATION:	Executive
POLICY NUMBER:	08-10-EX
DEPARTMENT COORDINATOR:	Executive
MOTION:	Bruce Benton
SECONDED:	Steve Selinsky
DATE SUBMITTED (INITIAL):	October 18, 2008
DATE APPROVED:	October 28, 2008
APPROVED BY:	Board of Trustees
AMENDED:	
SUNSET:	2012

PURPOSE: To define the make-up of the committee and scope of duties.

POLICY: The Personnel Committee will consist of the following members: Chair – NAHU Immediate Past President, Members at large – The NAHU President, President-Elect, Vice President, and two Regional Vice Presidents to be chosen by the chair.

The committee is responsible for the following: establishing benchmarks of success for the job of NAHU CEO/EVP, providing the CEO/EVP with a performance review evaluating performance against the benchmarks and recommending any bonuses or salary adjustments to the Board of Trustees. The Personnel Committee shall also be responsible for hiring, reviewing and negotiating the CEO/EVP contract.

PROCEDURE(S): To insure that the duties are carried out, the Chair shall adhere to the following timelines:

1. Initiate a CEO Job Evaluation Survey to be completed by the Board of Trustees no later than November 1 of each year.
2. Review the results of that survey with the committee no later than November 10 of each year.
3. Present committee recommendations to the Board of Trustees no later than the Board of Trustees November meeting or teleconference.
4. Meet with the NAHU CEO/EVP to review the Job Evaluation Survey results and the Board's recommendations no later than December 1 of each year.
5. CEO/ EVP contract renewal negotiations shall be completed no later than 6 months prior to the employment contract renewal date.

FINANCIAL IMPACT: None