

KIAWAH ISLAND
COMMUNITY
ASSOCIATION

Human Resource Committee Charter

HR Committee Objective

The Human Resource (HR) Committee is a standing advisory committee to the KICA Board, established to confirm the reasonableness of KICA Leadership's total compensation and to ensure that effective policies are in place to enable the KICA to retain, attract and reward its leadership.

HR Committee Membership

The HR Committee is composed of three property owner volunteers, approved by the Board, plus the KICA Board Chair. An HR background is desirable but not a prerequisite. The Director of Human Resources may serve as an advisor to the committee, but he/she should not serve on the committee. All HR Committee members serve at the pleasure of the KICA Board and may be removed at any time with or without cause. All committee members shall be in good standing with the KICA.

One volunteer member rotates off the HR Committee each year. Existing members recommend new members, which then require KICA Board approval.

The Chairman of the committee shall be selected by the KICA Board Chair.

The HR Committee Chair shall be responsible for leadership of the committee, preparing the agenda, presiding over the meetings, ensuring that minutes are maintained, documentation of comparability data obtained, decisions made and reporting for the CC to the Board. Reports to the Board will be made at least annually.



HR Committee Terms of Service

Members will serve three (3) year terms, with one member rotating off each year. New terms will begin every January 15th.

HR Committee Responsibilities

The HR Committee will advise and counsel the KICA Board on the following:

1. Compensation ranges for COO and KICA Leadership. (The COO will set the total compensation paid to direct reports after review by KICA Board Chair)
2. All elements of compensation packages including benefits
3. COO's annual goals and objective, annual COO performance evaluation and COO compensation based on this evaluation.
4. Annual leadership salary comparability reviews and external benchmarking studies which should be completed every three years.

Committee History

- The HR Task Force was established by the board at the KICA Annual Meeting on March 13, 2020.
- Compensation Committee approved by KICA board on Oct. 5, 2020.
- The committee's name was changed to the Human Resource Committee at the Nov. 2, 2020 KICA board meeting.

