

KIAWAH ISLAND
COMMUNITY
ASSOCIATION

KICA COMMITTEES

Human Resources Committee Charter

KICA MISSION:

The Kiawah Island Community Association exists to preserve and enhance the quality of life and property values of its members. This includes taking the leadership role in ensuring that Kiawah Island's unique look and feel is preserved by exceptional stewardship of its resources, which provide for a beautiful, safe, well-maintained, and friendly community.

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 Chair

The HR Committee Chair shall be selected by the KICA Board of Directors at the beginning of each year and is responsible for leadership of the committee. He/She will prepare agendas, preside over meetings, ensure minutes are maintained and report on behalf of the Committee to the Board. The Chair will also ensure that appropriate compensation and comparability documentation is maintained. Reports to the Board will be made at least annually.

HR Committee Membership

The HR Committee is composed of four 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 and sign the Conflict-of-Interest Policy.



HR Committee Terms of Service

Members will serve three (3) year terms, with one member rotating off each year. New members will be solicited from the KICA Membership and approved by the KICA Board of Directors. New terms will begin at the start of each Board year.

HR Committee Responsibilities

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

1. Annual leadership salary comparability reviews and external benchmarking studies which should be completed at least every three years.
2. Annual Compensation ranges for the COO and KICA Leadership. The COO will set the total compensation paid to direct reports after review by KICA Board Chair.
3. COO's annual goals and objectives, annual COO performance evaluation and COO compensation based on this evaluation.
4. All elements of compensation packages including benefits.
5. Provide assistance to the Head of Human Resources, when requested. This shall include, but not limited to, discussion of leading HR practices, review of policies and procedures, employee grievances and job responsibilities.

Compensation Committee Approved by KICA Board 10/5/20.

Name changed to HR Committee at 11/2/20 KICA Board meeting.

ADOPTED: At the KICA Board of Directors meeting on July 11, 2022

