

KIAWAH ISLAND
COMMUNITY
ASSOCIATION

CHARTER – HUMAN RESOURCES COMMITTEE

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.

Goals / Objectives:

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 KICA to retain, attract and reward its leadership.

Specific Responsibilities / Tasks:

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.



Membership and Terms of Service:

Chair: KICA Board Member
Vice Chair: N/A
KICA Members: Four (4) Members
Term: Three (3) year terms, with one member rotating off each year

The Chair shall be a current KICA Board member selected by the Board. Members will be solicited from the KICA Membership. An HR background is desirable but not a prerequisite. All committee members shall be in good standing with KICA and sign the Conflict-of-Interest Policy. All members will be selected by the KICA Board of Directors in Executive Session.

The Chair 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.

The Director of Human Resources may serve as an advisor to the committee, but he/she should not serve on the committee. All Committee members serve at the pleasure of the KICA Board and may be removed at any time with or without cause.

This is a standing Committee and meetings are not open to the Public. Minutes will be taken at each meeting.

Budget – N/A

Reporting

Chair shall provide a report to the Board as to the activities of the Committee not less than twice a year.

APPROVED: KICA Board of Directors on December 4, 2023.

