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Executive Director Performance Review and Compensation Subcommittee Charter	

PURPOSE

The Executive Director Performance Review and Compensation Subcommittee (“Committee”) is appointed by the Board of Trustees (“Board”) Chair of the North Dakota Public Employees Retirement System (“Agency”) to provide oversight of the performance and compensation of the Agency’s Executive Director. The Committee will also serve as a Transition Subcommittee in the event the Agency’s Executive Director position is vacated and a transition plan needs to be developed.

STRUCTURE

The Committee will consist of at least three Board members appointed by the Board Chair. The Board Chair is also responsible for appointing a Committee Chair from the three appointed members.

MEETINGS

The Committee will be appointed and meet on an ad hoc basis to review the performance and compensation of the Agency’s Executive Director and assist/coordinate the appointment of a new Executive Director in the event of a vacant position. Members of the Committee will be compensated for attendance at Committee meetings in accordance with NDPERS’ policy for compensation in effect at the time for Board members.

DUTIES AND RESPONSIBILITIES

The Committee will carry out the following responsibilities:

- 1) Executive Director Performance Review:**
 - a. Conduct annual performance reviews of the Board appointed Executive Director
 - b. Conduct surveys of agency staff to help analyze the performance of the Board appointed Executive Director

- 2) Executive Director Compensation Review:**
 - a. Perform market analysis on the appropriate level of compensation of the Executive Director, as necessary.
 - b. Report recommendations on compensation adjustments to the full Board.

- 3) Other Responsibilities:**
 - a. Serve as the Board’s Transition Subcommittee if the Executive Director position is vacated for any reason. This includes retaining an executive recruitment consultant, if deemed necessary by the full Board.