

Chesapeake Human Resources Association CHRA Leader and Committee Description Sheet

Role (Title): Director
Committee Name: Compensation & Benefits

Compensation & Benefits Committee Charter:

- ✓ Serve as managing board member for the annual Compensation & Benefit Survey
 - Coordinate Vendor interface with Board and membership via contractual agreement executed by President of CHRA
 - Review draft questionnaire format and mailings prior to membership distribution
 - Review data set overview provided by Vendor prior to final availability for purchase
- ✓ Provide educational resources and/or opportunities for membership to receive current information on Compensation & Benefit topics

Compensation & Benefits Chair Role Description:

Assures that the association membership is receiving quality information. Provides information through articles and positions papers, when possible, concerning current compensation & benefit practices and trends. Determines membership needs for compensation survey data and plans strategies for meeting those needs.

Activity Descriptions:

- ✓ **Committee Chair(s) time commitment:** Average of 5 to 10 hours per week (cyclical)
- ✓ **Committee Chair(s) specific/typical activities required:**
 - Maintain current industry knowledge
 - Coordinate with Consultant via phone and review documents via email
 - Provide an annual education session for CHRA membership and include an industry expert

Committee Compensation & Benefits Description of Expectations:

- ✓ **Time Commitment of committee members:** Average of 1 to 2 hours per week (cyclical)
- ✓ **Frequency of meetings:** Quarterly
- ✓ **Meeting participation guidelines:** May be held via conference call, but please participate in at least 3.
- ✓ **Types of contributions needed from committee members:** Expert articles, networking for new committee members, and presentation contributions.
- ✓ **Benefits of specific learning opportunities for committee members:** Educational opportunities via networking and subject matter research.