

# Remuneration Committee Charter

**Owner:** Chair Remuneration Committee

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**Version:** 1.1

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**Approved by:** WAIS Board

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**Board Resolution:** 10/2014

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**Next review date:** April 2020

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

## 1. PURPOSE

To review remuneration policy, management and staff remuneration scales and recommend any changes to the WAIS Board.

## 2. COMPOSITION

- 2.1 Members will be appointed by the Board as required for no fixed term
- 2.2 The Committee will consist of at least three non executive Board members with appropriate knowledge and experience.
- 2.3 The Committee will be chaired by a non-executive Board member selected by the Board
- 2.4 The Chief Executive Officer and/or management may be invited to attend meetings of the Committee or part of a meeting.

## 3. DUTIES AND RESPONSIBILITIES

- 3.1 Review management and staff remuneration policy and scale.
- 3.2 Recommend to the Board actions relevant to remuneration policy and scale, and employment contract material terms and conditions.
- 3.3 Review the Chief Executive Officer contractual terms and conditions and remuneration.
- 3.4 Recommend to the Board the Chief Executive Officer's contractual terms and conditions and remuneration.
- 3.5 The Committee will provide the Board with the Minutes of each Committee meeting and the Committee Chairman will report to the Board after each Committee meeting on any matters that need to be drawn to the attention of the Board. Where necessary it will provide the Board with its recommendations.

## 4. MEETING SCHEDULE

- 4.1 The Committee will meet at least once per year and then as required to fulfil the WAIS remuneration policy requirements.