

Compensation Committee Agenda Template

[Company Name] Compensation Committee Agenda Template

Disclaimer: This document is just an illustrative example of what the agenda of a compensation committee meeting can look like. Consider this example when creating one for your board of directors but mind your specific case and needs.

Date	[insert the date when the meeting takes place]
Time	[insert the exact time when the meeting takes place]
Location	[inset the location where the meeting takes place or link to a virtual meeting]
Attendees	[insert the full list of committee members who attend the meeting]

Agenda item	Description	Estimated time
1. Call to order	<ul style="list-style-type: none"> • Welcoming and introductions • Confirmation of quorum 	5 minutes
2. Previous meeting minutes approval	<ul style="list-style-type: none"> • Review of previous compensation committee meeting minutes • Approval of previous compensation committee meeting minutes 	10 minutes
3. Review of compensation philosophy and strategy	<ul style="list-style-type: none"> • Discussion on the company's current compensation philosophy and strategy • Consideration of any updates or changes required 	15 minutes
4. Market analysis and benchmarking	<ul style="list-style-type: none"> • Presentation and discussion on current market trends in executive compensation • Review of benchmarking data for key executive positions 	20 minutes

Agenda item	Description	Estimated time
5. Performance review	<ul style="list-style-type: none"> Assessment of company performance against predefined metrics Review of individual executive performance against goals and targets 	30 minutes
Coffee break		15 minutes
6. Executive compensation review	<ul style="list-style-type: none"> Discussion of executive compensation packages Review of salary, bonuses, stock options, and other incentives 	30 minutes
7. Equity and long-term incentive plans review	<ul style="list-style-type: none"> Review and evaluation of existing equity and long-term incentive plans Consideration of any modifications or new plans 	20 minutes
8. Risk assessment	<ul style="list-style-type: none"> Identification and evaluation of potential risks associated with compensation plans Mitigation strategies for addressing identified risks 	15 minutes
9. Governance and compliance	<ul style="list-style-type: none"> Review of regulatory compliance related to compensation practices Confirmation of adherence to corporate governance standards 	15 minutes
10. Any other business	<ul style="list-style-type: none"> Discuss any additional topics or concerns if applicable 	10 minutes
11. Next steps and adjournment	<ul style="list-style-type: none"> Recap of action items and decisions made during the meeting Confirmation of the date and time for the next meeting Adjournment of the meeting 	5 minutes

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