NAMIC®
GOVERNANCE PRACTICES &
BOARD COMPENSATION SURVEY

NAVIGATE BOARD EXCELLENCE

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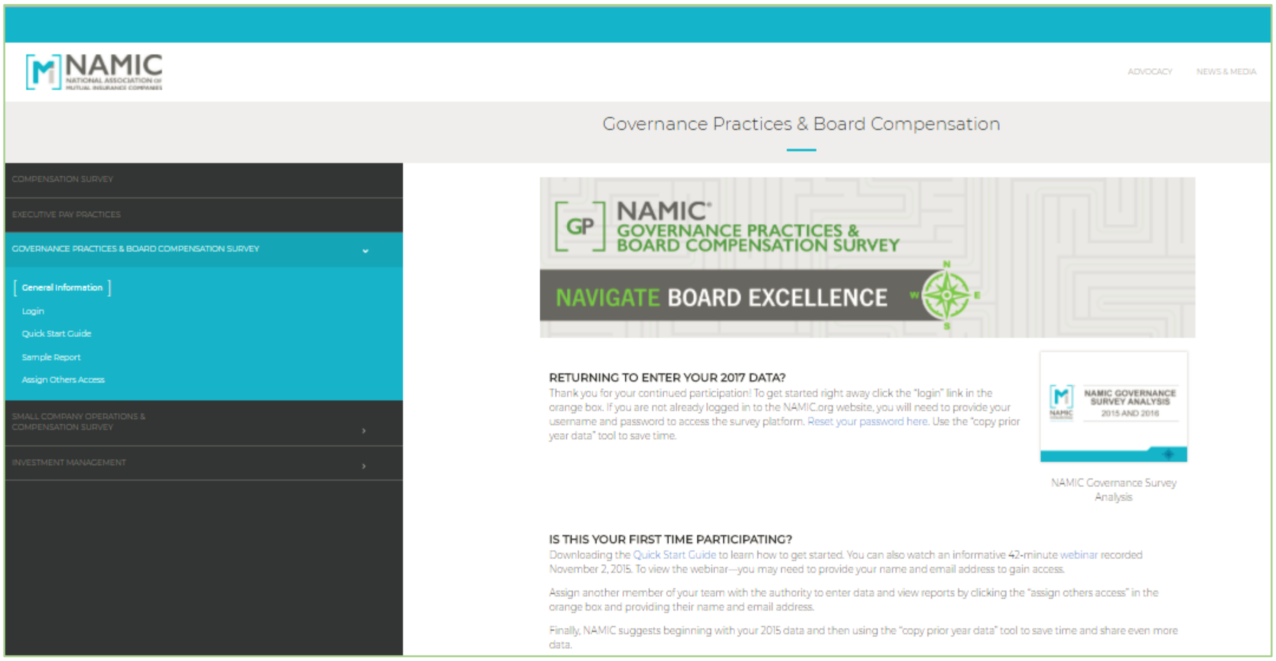
Quick Start Guide

This guide describes how to get started with the survey.
View the following pages for illustrated descriptions on how to enter data, view question comparisons and run dynamic reports.

Website: http://www.namic.org/products/boardComp.asp
Questions? governancepracticessurvey@namic.org

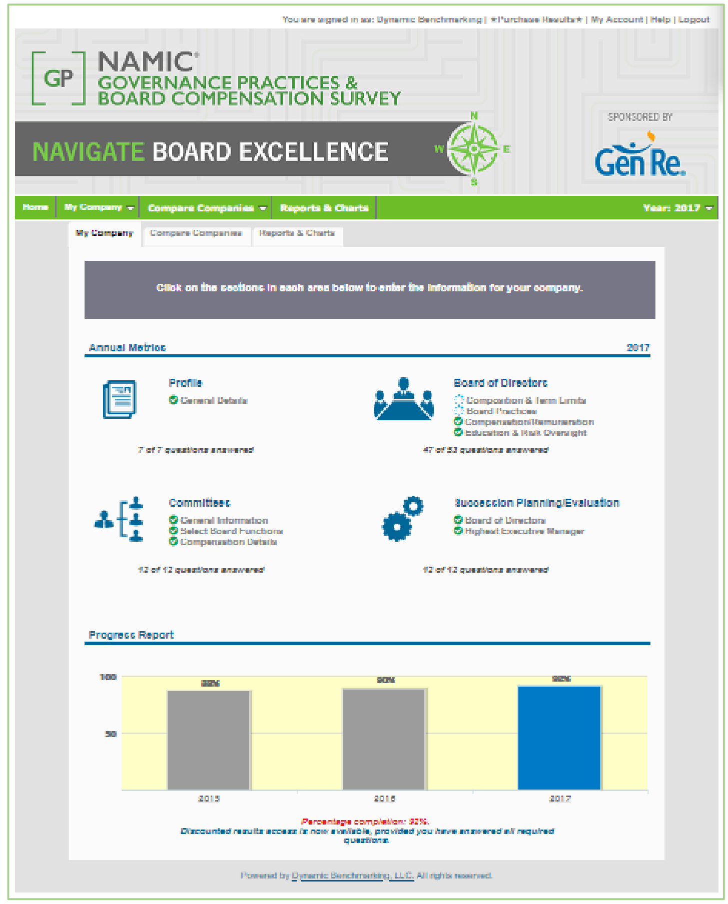
Accessing the survey

- Survey Access
  - Visit www.namic.org and log in from the homepage using your NAMIC username and password. Log in with your NAMIC username and password. If you have forgotten your password, go to http://www.namic.org/Account/ResetPassword
  - To access the survey, click the login button located at http://www.namic.org/products/boardComp.asp



- <u>Browser Support</u> - All browsers for Windows 7 or above are fully supported as follows:
  - Use the recommended browser settings for security and cookie settings. Cookies must be enabled to support the logging in process.
  - Internet Explorer 10 or later - support for IE is going to be phased out when Windows 7 is no longer supported by Microsoft.
  - Edge – new browser that comes with Windows 10.
  - Chrome/Firefox/Safari – these browsers auto-update so the latest version should be used.

Your Home Page



- **My Company**: Answer the questions in the survey.
- When results become available, they are accessed via:
    - **Compare Companies** – View question by question comparisons
    - **Reports & Charts** – Download dynamic and personalized reports.

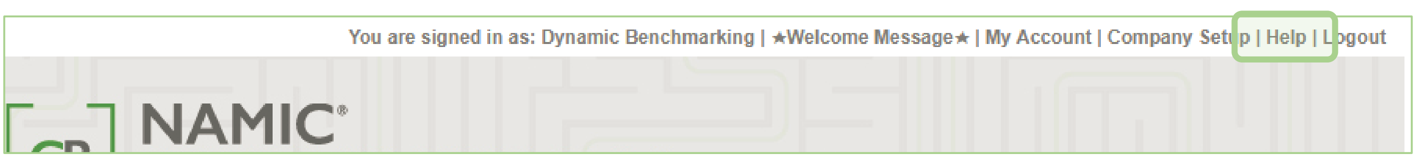
My Association:

- Questions are carefully organized into categories & subcategories.
    - Select any subcategory to view and answer questions.
- Questions can be answered in any order.

- Status icons next to each subcategory indicate your progress.
    - All questions have been answered, no further action needed.
    - No questions in this group have been answered.
    - Some questions have been answered but more answers are needed.
    - There are unanswered “required” questions.
- Your overall study progress can be tracked through the progress bar & messaging at the bottom of the page.

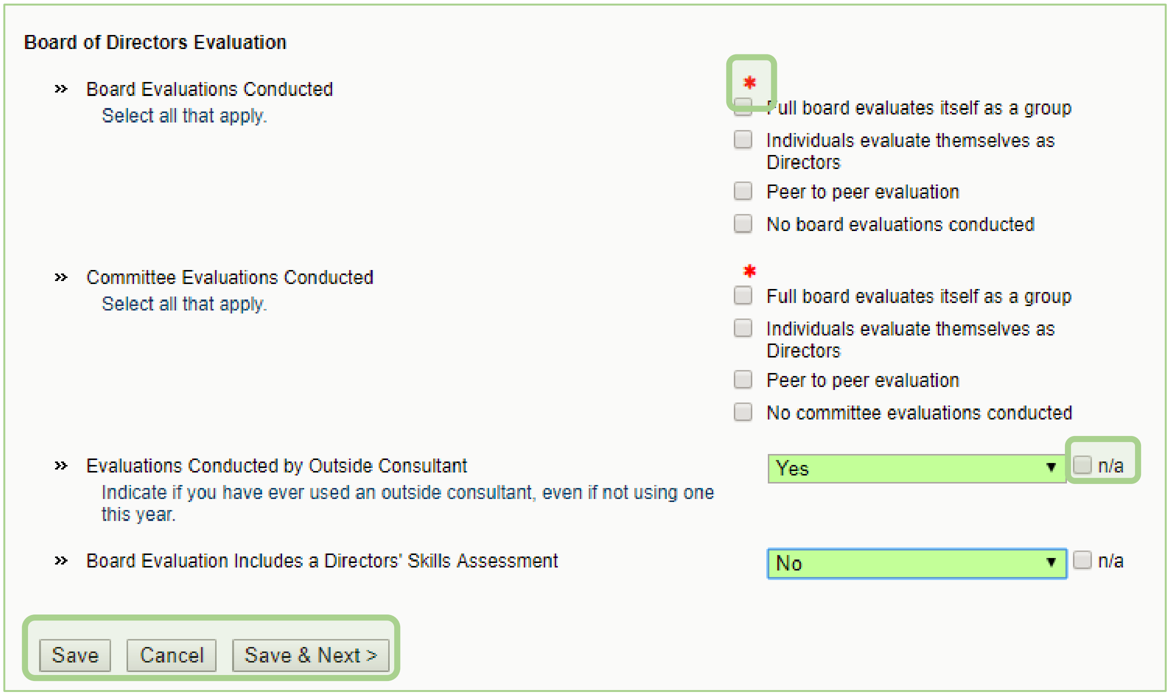
Survey Support

- Once you have logged in, click on the **Help** link in the top right corner of your platform to access support documentation and contact information.

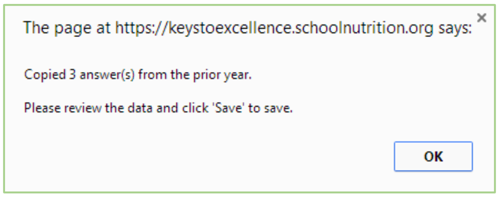


Entering Your Data

- As you enter data, the entry box turns green, indicating that new data has been provided and must be saved by clicking the **Save** or **Save & Next** button at the bottom of every page.
- To abandon or discard newly entered data, click **Cancel.**
- Any required questions are noted with a large, red asterisk. *
- Some questions have the option of checking **n/a**, indicating that the question does not apply to you. Selecting **n/a** counts towards your overall survey progress.



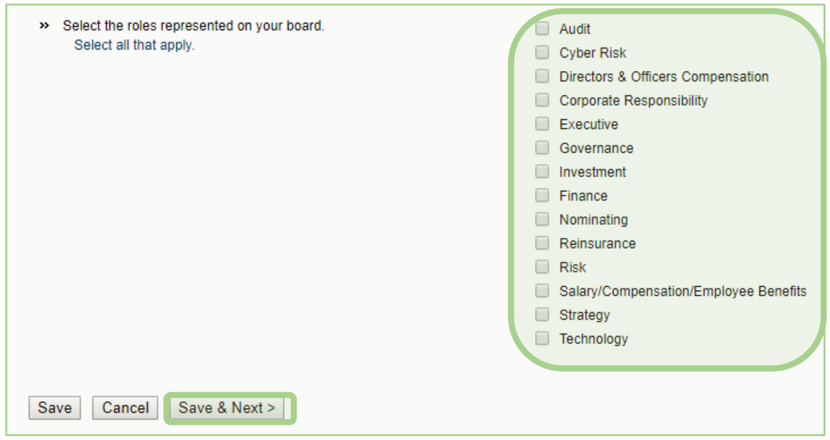
- In subsequent years of data entry, select **Copy Prior Year** to pull forward your previous year's data. If you have already started data entry, using this option will not overwrite your current saved answers.
- A pop-up box will tell you how many answers were copied from prior year. Click **OK**, return to the page, modify any data as necessary. Then click **Save** at the bottom of the page to save your answers before moving forward.



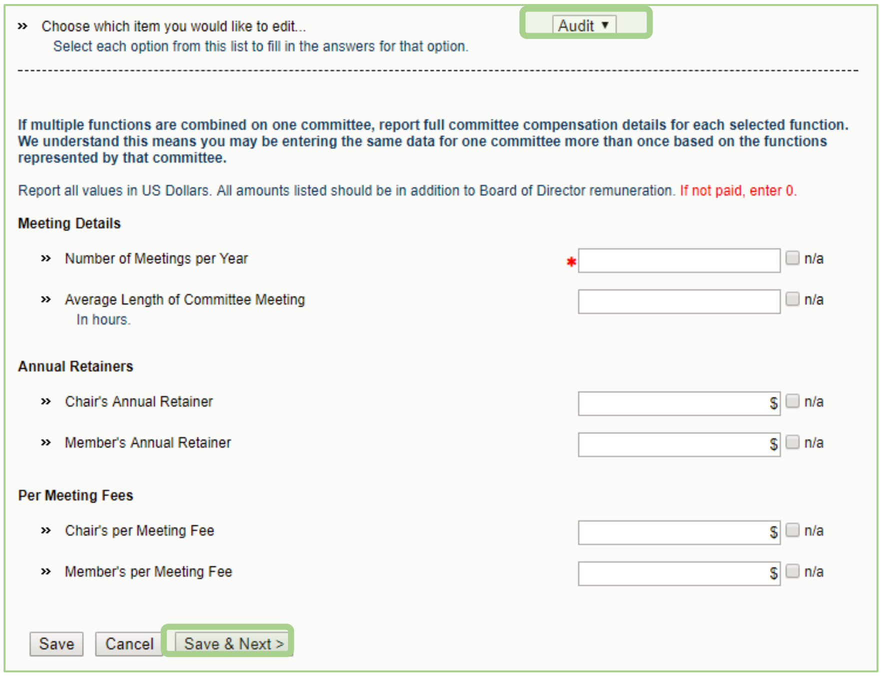
Board Committee Compensation

The compensation section is set up to make it easy to answer the same series of questions for board roles.

- On the **Select Board Functions** tab:
    - Select the roles for which you will be reporting, then click **Save & Next** to answer questions for each position you selected.



- On the **Compensation Details** tab:
    - The dropdown box displays the role(s) you selected on the previous page.
    - Answer the questions for the role displayed.
    - Click **Save & Next** at the bottom of the page to save your answers and move to the next role in the list.
    - Continue in this manner until you have answered all the questions for every role in the dropdown box.
    - Review your answers for any role by selecting it in the dropdown list at any time.
    - When you have answered all the questions, click **Save & Next** to continue with the survey.
    - If at any time you wish to clear the data for a role, simply return to the list of roles, uncheck that role, and click **Save** at the bottom of the page, clearing all data previously entered for that role.



Accessing Results When Available

Results access must be purchased. Users reaching a minimum 80% completion, including all required questions, will get discounted access.

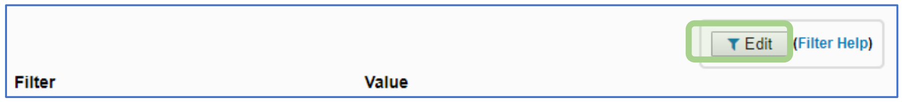
- Results are available in two formats via **Compare Companies** and **Reports & Charts**.
  - **Compare Companies**: See how you compare to other participants for every question in the survey.
  - **Reports & Charts**: Download personalized, dynamic reports.

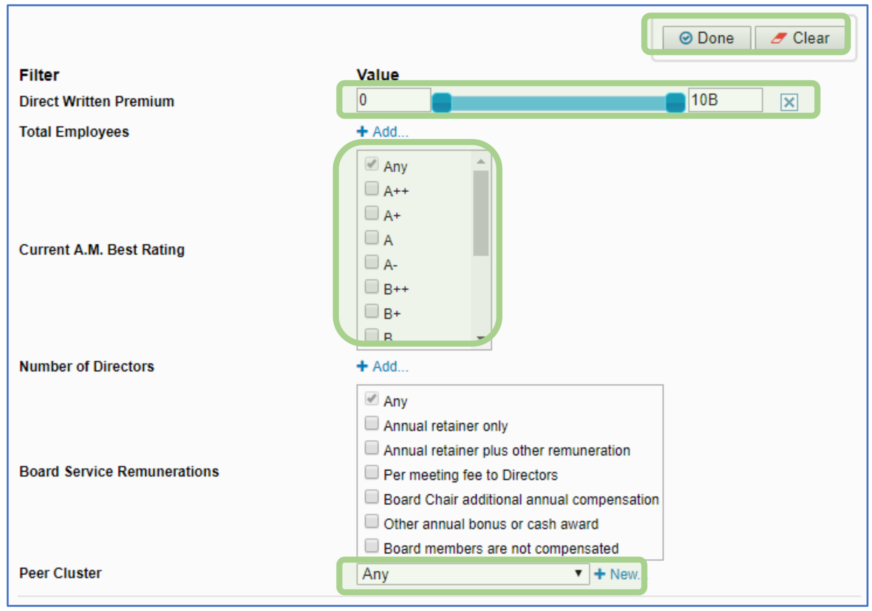
- To ensure data anonymity, all results are aggregated and a minimum of 5 data points is required, even when filters are applied.
  - Numeric results are presented in quartiles, values that divide a list of numbers into quarters:
    - 25th Percentile/first quartile: 25% of the data fall below this percentile.
    - 50th Percentile/median: The median represents the middle number where 50% of answers are lower and 50% are higher .
    - 75th Percentile/third quartile: 75% of the data fall below this percentile.
  - Multiple Choice results are reported with the percentage of answers associated with each response option for that question.
  - Unless a chart is presenting multiple pieces of data (such as in a pie chart), your responses will be presented in **blue**.

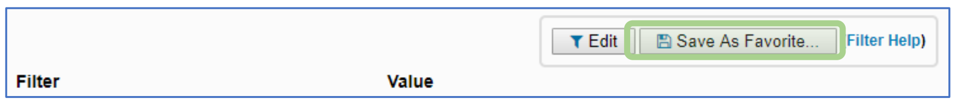
Using Filters

Filters allow you to drill down and compare your answers to a subset of respondents. All results continue to be aggregated with a minimum of 5 data points, even when filters are applied.

- Click **Edit** to activate the filters.
  - **Numeric filters**: Click **Add** to activate sliders. Use slide bar to set a numeric range by moving the blue squares or enter a number in boxes.
  - **Single-select filters**: Choose from the drop down menus.
  - **Multi-select filters**: Check the items you wish to include.
- Watch the filter message change as you select filters. A warning message will display when you have filtered too far to return results.
- If your filters do not return enough responses, change your filter settings by:
  - Widening the range of a numeric filter.
  - Turning off a numeric filter by clicking the **X**.
  - Returning a multiple choice filter to **Any**.
  - Click **Clear** to start over and select different filter options.
- When you have the filter settings you desire, click **Done**.
- Once you have found a filter setting that works for you, save it as a filter favorite to easily use again.







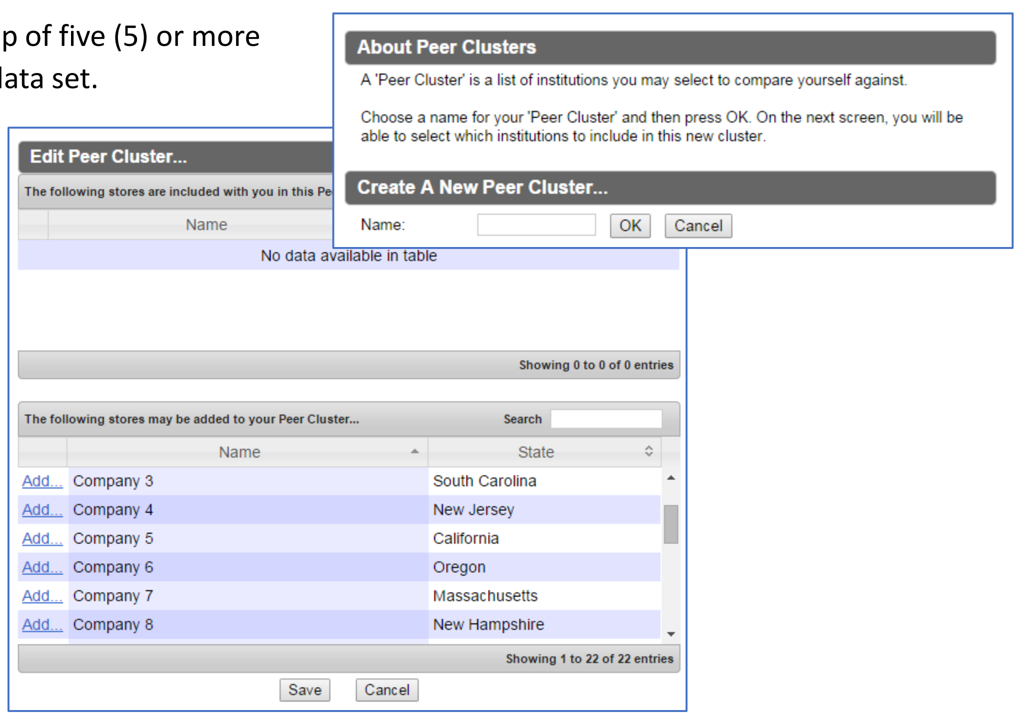
Filters will carry forward onto subsequent compare pages as well as the reports page, until they are cleared.

Peer Cluster Filters

Peer Cluster filters allow you to select a group of five (5) or more participating accounts for your comparison data set.

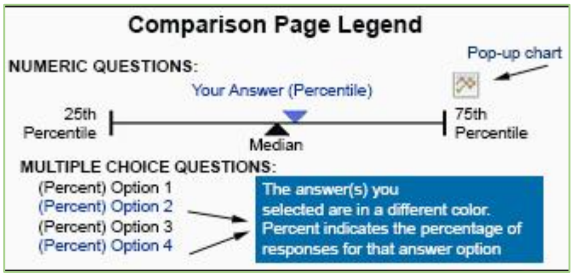
- Click **Edit** to activate the filters.
- Click **New** to create your peer cluster.
- Name your Peer Cluster, then click **OK.**
- Select your comparison accounts from the list of companies participating in the study, then click **Save**.
- In the Peer Cluster drop down, select your saved cluster.

Recommendation: Deactivate all other filters before using peer clusters.

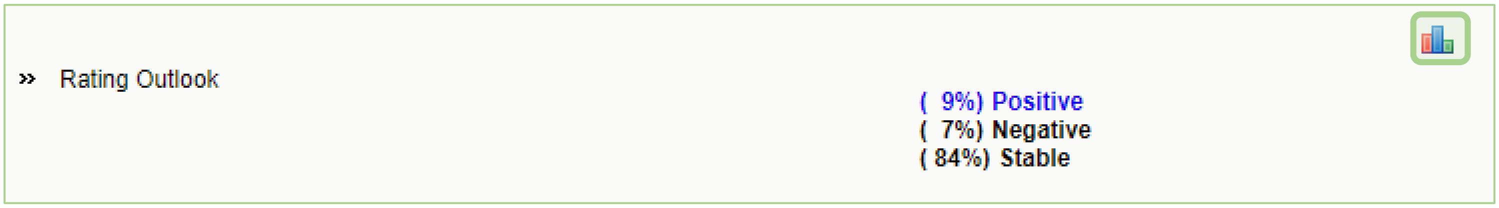


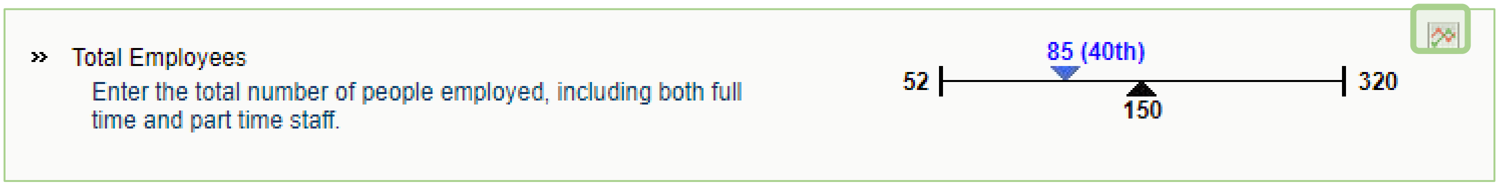
Question by Question Comparisons

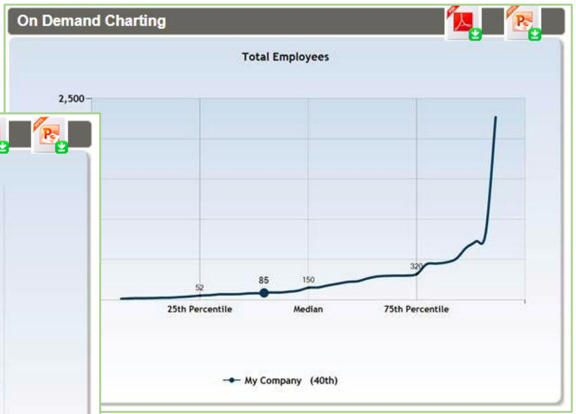
- From **Compare Companies,** click on any question group or sub-group to begin viewing comparisons.

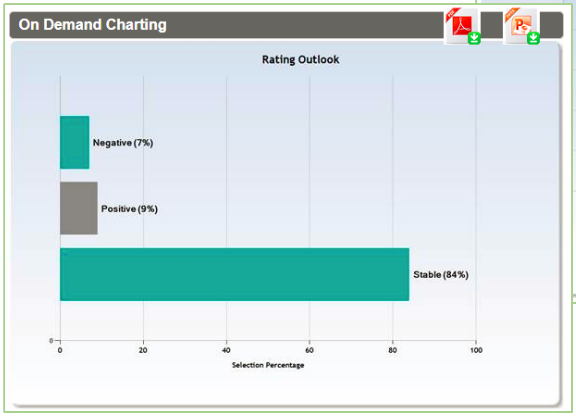


- Multiple choice questions: The percentage of responses for each answer option is displayed. Your answers are indicated in blue.
- Numeric questions: Results are charted on a line with the 25th, Median and 75th percentiles. Your answer and your percentile are above the line and represented by the blue arrow.
    - **25th Percentile/first quartile**: 25% of organizations submitted data equal to or less than this number.
    - **50th Percentile/Median**: This number represents the middle number of all data submitted by organizations, with 50% of organizations reporting a higher number and 50% of organizations reporting a lower number.
    - **75th Percentile/third quartile**: 75% of the data submitted by organizations falls below this number.
- Click on the icon to the right of each comparison result to view the data in a chart, which can then be saved as either PDF or PPT.



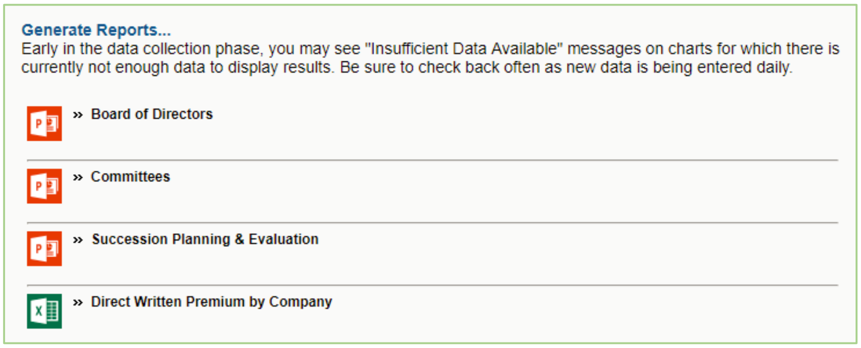






Personalized, Dynamic Reports

- From **Reports & Charts,** click on a report name to download your personalized report.
  - **PowerPoint** reports display data in charts and graphs, including year-over-year and multi-year trend charts.
  - **Excel** reports display data in spreadsheet format.



- Use filters to get the most out of your results.
- Filters applied to question by question comparisons will carry forward into reports until they are cleared.

How Data is Displayed in Multi-Year Trend Charts

Trend chart reporting follows the minimum number of accounts and data points required by the platform to display results:

- Five (5) accounts must meet the filter criteria set for EACH trend year.
- Five (5) data points are required for EACH trend year.

In the example shown:

- The minimum number of accounts (5) was met to display the trend report.
- The minimum number of accounts (5) was NOT met for 2014. Therefore, no trend values/dots are shown for 2014 on the chart.
- The minimum number of data points (5) WAS met for 2015, 2016 & 2017 and trend values/dots are displayed for these years.

*If there is not enough data for a **specific year**, that year will not display a trend value/dot.*

If the first or last year do not have enough data points, then the trend line will not be drawn to that year.