



INTERIM MANAGER

Sample Compensation Guidelines

After surveying many members about their interim work experiences, the Club Management Association of America (CMAA) has compiled the following suggestions and guidelines to help you develop a strategy for negotiating your compensation. There are many things you must consider when negotiating the terms of interim employment at a club. One of the most important components is the compensation package. This document should not replace an actual employment agreement or contract. You are completely responsible for working directly with the hiring club to finalize your compensation package.

Guidelines/Suggestions for Developing Your Compensation Strategy:

- In most cases, the interim manager will operate as an individual contractor (1099).
 1. This means no taxes will be taken out of your salary. Plan accordingly as the club will submit a 1099 to the IRS at the end of the year.
 2. Health and other related benefits are not typically offered. This should be considered when negotiating a total compensation package.
- Salary should be a set monthly amount. This amount can be determined in several ways:
 1. A predetermined, monthly salary set forth by the interim manager;
 2. A monthly salary based on the previous manager's salary; or
 3. A monthly salary based on what the salary will be for the new General Manager when hired.
- The duration of the interim assignment should be agreed upon up front. The minimum amount of time contracted could be as little as six weeks and as much as four months.
- Prepare a list of expenses that you will incur as a result of the interim position. Make note and negotiate these during the contract discussions. Here is a list of common expenses for interim managers;
 1. Interview expenses (travel, lodging, meals, etc.);
 2. Travel expenses (trips home while on interim assignment, auto, plane, etc.);
 3. Meal allowances while on assignment;
 4. Lodging/temporary housing while on assignment;
 5. Laundry/dry cleaning; and
 6. Local CMAA Chapter events.

If you need assistance, please feel free to contact CMAA's Career Services Department at (703) 739-9500 or [cmaa.org/contact](https://www.cmaa.org/contact)