

Personnel Committee Duties:

1. to make a formal recommendation to the finance committee regarding E.D. raises
2. to identify applicable HR laws and policies and ensure they are being followed;
3. support and participate with the Board Chair in the evaluating the Executive Director;
4. To analyze current Employee Manual
5. To establish a policy that differentiates the duties of the Executive Director and the Committee regarding personnel
6. To ensure that job descriptions exist for every employee, and that they are current
7. To establish a grievance policy and then to serve as an authority in the event of allegations of abuse
8. To establish a succession plan for all senior level positions
9. To recommend and approve training opportunities/continuing education to strengthen current staff
10. to address all applicable situations that arise which require the attention of the committee regarding staffing

