

Human Resources Committee

Committee Responsibilities

- Create and maintain job descriptions for all staff
- Create training programs for Volunteers, New Hires, Continuing education for all staff
- Competency based evaluation program for annual reviews of team members
- Develop Employee manual
- Advise on employee benefits
- Help to evaluate volunteer trends and needs
- Create and update staffing model for all staff

The Program Committee reports to the Board of Directors.

In addition to the Executive Director and Board Chair, the Committee will have a minimum of 3 members, including one board member serving as liaison.

We currently need help with our volunteer program development and legal counsel.

Skills and abilities needed to succeed in this Committee:

Personal

- Strict confidentiality
- Honest, with integrity and respect for others
- Creative, forward-thinking
- Strong team-builder and team member
- Able to build relationships and develop rapport with others

Professional—we ask that you possess at least ONE of these:

Experience with human resources

Legal background/experience

Estimated time commitment and meeting format

Attend 5-6 Committee meetings per year (some may be available electronically)

Volunteer with organization enough to understand/advise on staffing structure

Estimated time commitment: 4 hours/ month depending on needs

Busiest time period: work is consistent throughout the year, with increased efforts needed in spring due to employee evaluations.

Term limit

Two-year commitment, with option to extend.