



## Personnel Committee

Purpose: This Committee is responsible for overseeing the Human Resources functions of the organization; recommending personnel policies and procedures to the Board; and equipping the leadership of the corporation in maintaining compliance with ever-changing employment/Human Resources laws .

### Committee Member Responsibilities:

- Oversee the executive search when an Executive Director is to be hired.
- Oversee a thorough orientation process for new Executive Directors in conjunction with the Board President and Habitat for Humanity International resources.
- Review and update the personnel policies manual every other year.
- Recommend policies and procedures that protect the organization from employment-related law suits.
- Review job descriptions annually to insure compliance with best practices.
- Conduct salary and benefits research every other year for each staff position to establish fair compensation guidelines and maintain excellent staff.
- Establish salary ranges for each position.
- Establish and periodically review appropriate content for personnel files and other files to be maintained from a Human Resources perspective. Discuss changes in requirements and inform Executive Director of changes to be made to files.
- Provide counsel to the Executive Director in personnel matters as requested.
- Annually, provide training to the board's officers clarifying the roles of board members and the Executive Director. Facilitate dialog to maximize the effectiveness of the board-Executive Director relationship, identify expectations of each other, and establish ground rules for working together .

### Staff Responsibilities:

- Recruit, hire, and fire staff.
- Create and maintain job descriptions for staff. Review with the staff at least annually.
- Send new hire welcome letters with start date and annual salary and benefits summaries.
- Conduct new hire and exit orientations for staff.
- Provide support, encouragement, direction, discipline, and intangible rewards to employees throughout the year to maximize their effectiveness and to recognize their valuable contributions to the team and organization.
- Conduct meaningful and collaborative staff meetings at least monthly.
- Prepare performance notations throughout the year and discuss with the staff as situations, positive and negative, occur.

- Conduct performance reviews at least annually for all staff members. Determine appropriate raises in coordination with the Personnel and Finance Committees.
- Inform Personnel Committee of all significant personnel issues and disciplinary measures.
- Complete unemployment compensation forms and respond to Department of Labor and Industry calls pertaining to same.
- Follow worker's compensation procedures in the case of injury. Make the Personnel Committee aware of all claims. Attend worker's compensation hearings with Personnel Committee support.

Committee Chair Responsibilities:

- Schedule and send reminders for committee meetings.
- Develop meeting agendas with strategic goals, objectives, and strategies in mind.
- Lead committee meetings keeping members on-task to make effective & efficient use of time.
- Delegate tasks to be performed outside of committee meetings to individuals and subcommittees.
- Nurture relationships within the committee creating a team environment and group cohesiveness. Assign well-defined and meaningful roles to members.
- Develop subcommittees as needed with clearly defined purposes.
- Reach out to members with waning attendance.
- Inspire, energize, and encourage committee members. Keep Habitat's mission and the committee's purpose in front of committee members consistently.
- Participate in organizational level strategic planning and the development of the annual operating plan. Participate in annual organizational leader retreat.
- Facilitate communications between committee members, staff, Board of Directors, and community members.
- Document meeting minutes and submit on a timely basis to staff.