

PERSONNEL COMMITTEE — Spring 2023

1. Membership — The Committee is comprised of five members and shall include the Board Chair, the Vice Chair, the Treasurer and up to two other members, of whom at least one shall be a non-Board member. The Chair of the Committee shall be appointed by the Board Chair and shall be a member of the Committee other than the Board Chair.

2. Objective — The Committee advises the Board on Executive Director compensation, personnel policies and related matters.

3. Tasks —

- 1) Annually, reviews the job description of the Executive Director and submits any proposed changes for approval by the Board.
- 2) Reviews any changes to job descriptions for staff proposed by the Executive Director.
- 3) Reviews the total compensation of the Executive Director, which shall include base salary, benefits and any proposed bonus, and makes recommendations for changes thereto to the Board at its May meeting. In preparing its recommendation, the Committee shall consider the relationship of the Executive Director's salary to that of all other staff members, its compliance with the annual budget approved by the Board and its comparability with the compensation of Executive Directors of similar sized organizations in the region with similar missions. The Board Chair consults with the Committee and Committee Chairs (as necessary), prepares the Executive Director's annual performance evaluation and presents it to the Executive Director.
- 4) Presents for approval of the Board any proposal for holiday bonus or other additional compensation of the Executive Director not covered by the preceding paragraph.
- 5) Establishes criteria for grants from the Anne Wallace Fund for Staff Development and makes recommendations for approval by the Board for specific grants.
- 6) This Committee shall have no authority over any employee. Personnel policies are adopted by the Board and administered by the Executive Director