

## **PERSONNEL COMMITTEE Charter— Fall 2024**

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 recommendations, 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 additional compensation other than the Executive Director's holiday bonus, which the Committee is authorized to approve if commensurate with the scale of the other holiday staff bonuses.
  - 5) Reviews recommendations from the Executive Director for staff development funds requested from the Anne N. Wallace Fund. (The Anne N. Wallace Fund for Employee Development is available to pay education expenses for current employees for courses or conferences that would enhance employee development and provide a benefit to OLLI.) The Personnel Committee is authorized, in its discretion, to grant a tuition assistance request up to 50% with a \$2,000 annual cap per employee or to deny the request.
  - 6) This Committee shall have no authority over any employee. Personnel policies are adopted by the Board and administered by the Executive Director.