

## **PERSONNEL COMMITTEE – Fall 2019**

- 1. Membership** – The Committee is comprised of five members: the Committee Chair, a non-Board member appointed by the Board Chair, and three Board members—the current Board Chair, the Vice Chair, and the immediate past Chair.
- 2. Objective** – The Committee advises the board on personnel policies and related matters.
- 3. Tasks** –
  1. Receives and reviews any updated job description from the Executive Director and submits it for approval by the Board;
  2. Reviews the salary and benefits package for the Executive Director and considers the compensation relationship among the Executive Director, Program Coordinator, Curriculum Coordinator, Administrative Assistant and any other staff members. The Board Chair prepares the annual performance evaluation of the Executive Director and reviews it with the Executive Director;
  3. Presents the compensation package of the Executive Director to the Board for a vote at its May meeting;
  4. Establishes criteria for grants from the Anne Wallace Fund for Staff Development and makes recommendations for specific grants.
  5. This Committee shall have no authority over any employee. Personnel policies are adopted by the Board and administered by the Executive Director.