



Personnel Committee Charter

Purpose:

- 1.
2. To review and recommend personnel policies and procedures to the Board.
3. To provide advisory support to staff and board with regard to personnel work.
4. To handle personnel related tasks as requested by the Board, Staff, Volunteers, or any other representative contingent of the membership.
5. To stay abreast of the legal developments regarding working members systems nationally.

Relationships with Other Board and staff committees and staff coordinators

The personnel committee will maintain a role as oversight and review for policies and procedures developed by the Standing Hiring Committee and Member Relations Committee of the board. They will also act in an advisory role to the Anti Oppression Committee, the Conflict Resolution Committee, personnel coordinators and volunteer coordinators from staff.

Structure:

Committee Representation

- ◆ 2-4 members, at least one in-store volunteer working member to be included. All members will be selected by application to the committee and are subject to Board approval.
- ◆ 1-3 members from the Board of Directors.
- ◆ 1-2 members of the Staff, at least one of whom will always be a conflict resolution committee member.
- ◆ 1 non-consenting Personnel Committee Facilitator (from staff)

The Board will review and reappoint committee members annually or as needed. The committee's annual cycle will be from January to January.

Regular reports will be given to the Board of Directors by the committee/Board members.

Personnel Committee Facilitator Job Description

Purpose to facilitate the over all work of the Personnel Committee

1. Act as committee convener and coordinate meetings scheduling, agendas, note taking, and follow through on commitments
2. Facilitate committee planning and development
3. Coordinate regular and ongoing evaluations of the committee's work

Skills and Qualifications

1. Ability to coordinate the work of others
2. Communication skills
 - Listening ability
 - Writing ability
 - facilitation skills
3. Organizational skills
 - ability to coordinate long term planning and evaluation
 - able to maintain a big picture view