

UUCSV Charter for the Personnel Committee

Approved by the Board on _____

Revised by the Board on _____

I. Mission:

The Personnel committee is established to ensure the UUCSV implements fair employment practices in keeping with the hiring and compensation guidelines of the UUA.

II. Responsibilities:

The Committee performs the following in order to complete the above stated mission.

- The Personnel committee oversees the employment practices including all human resource functions of the UUCSV.
- This committee will establish and implement the policies and procedures related to the employment of all paid staff with the exclusion of the minister
- Provide input to the Board of Directors with regards to the hiring and termination of paid staff.
- Participate in the problem resolution process as detailed by the policy
- Investigation of complaints of harassment lodged by paid staff. With recommendations made to the Board o Directors
- Develop and maintain a policy and procedures manual.
- Provide the Board of Directors with an annual report by April 15th of each year summarizing the committee members and major activities, issues and plans.

III. Terms and Conditions:

- The Committee Chair will have regular interface and communication with the Board Liaison to discuss relevant issues and anything needing Board action
- The Board shall appoint the committee chairperson and may delegate the chairperson the authority to appoint other members
- The committee shall consist of a chairperson, vice-chairperson, secretary