

## **Personnel Committee Profile Long Tom Watershed Council**

### **Purpose**

The Personnel Committee is a standing Board Committee. Its function is to conduct the annual review of the Executive Director and to provide additional support to the Board and Executive Director regarding personnel matters as requested. The Personnel Committee makes recommendations to the Board of Directors unless specifically directed by the Board to make a decision\*.

*\*This action would need to be consistent with the Employment Contract and Position Description for the E.D.*

### **Scope of Work**

- Conduct the annual performance review for the Executive Director and make action recommendation(s) to the Board.
- Review and update LTWC Employee Handbook annually, or as needed to maintain a fair and safe workplace according to law.
- Provide advice and guidance to the Executive Director in personnel matters.
- Propose personnel policies or changes to the Employee Handbook as needed.
- Discuss other matters related to personnel including policy reviews as requested or upon the committee's initiative, and supporting the Board Chair as requested in the case of an employee grievance.

### **Timeline**

Meet on as-needed basis, no less than once per year. The Annual Performance Review should be conducted in July or soon after.

### **Leadership & Membership**

Chair: Jim Pendergrass

Members: Jim Pendergrass, \_\_\_\_\_, \_\_\_\_\_.

### **Staff**

Dana Dedrick, Executive Director