



## **WRC PERSONNEL COMMITTEE Purpose & Objective Statement**

The primary purpose of the Personnel Committee (a WRC Standing Committee) is set out in the Commission Bylaws: to develop and maintain Commission Personnel Policies and other duties as assigned. The Personnel Policies, as adopted and amended by the Commission, assign a number of specific responsibilities to the Personnel Committee.

Consistent with this purpose, it is the Committee's objective to:

1. Maintain Job Descriptions for all Commission positions;
2. Advertise and review applications for the Executive Director position and make recommendations to the Executive Board. Assist the Executive Director in the selection of other professional staff;
3. Prepare evaluations of the Executive Director, and review with the Executive Director his/her evaluations of other staff;
4. Review and recommend to the Executive Board salary adjustments in consultation with the Executive Director and Finance Committee;
5. Assist in the review and resolution of personnel disagreements as set out in the Personnel Policies;
6. Oversee the Commission's Equal Employment and Conflict of Interest Policies and insure compliance with other federal and state regulations pertaining to personnel, which are applicable to the Commission;
7. Review and update the Commission's Personnel Policies as necessary and generally assist in the administration of those policies, and
8. Other work as specifically assigned by the Commission's Chair or Executive Board.

Operating Procedures:

1. The Committee meets as needed on call of the Chair in consultation with the Commission's Executive Director, who provides staff support to the Committee.
2. The Committee utilizes closed Executive Sessions as appropriate and consistent with Vermont's Open Meetings Act.

Updated and Approved: March 9, 1999

Approved by the Executive Board: May 14, 2019