

HUMAN RESOURCES CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

8.03 Appointive Standing Committees

(h) Human Resources Committee. This committee shall be composed of the Chair and members as deemed necessary to serve in an advisory role to the President and others. This committee shall assist with and/or oversee human resources activities, including recruitment of paid staff, compensation, performance evaluation, and employee/member relations. The President and President-Elect shall be members of this committee. The President shall serve as the committee representative to the Board.

The Human Resources Chair shall:

1. Be appointed by the President in accordance with Bylaws 6.01(c).
2. Conduct Human Resources Committee meetings as needed.
3. Appoint Human Resources committee members subject to Board approval.
4. Submit a proposed budget to the President/Finance Committee for the succeeding year.
5. Manage the Human Resources committee budget and approve invoices and vouchers.
6. Maintain a Human Resources procedure book and/or electronic records file.
7. Submit monthly reports to the President and report at Regular Meetings as necessary.
8. Provide the President with information by the specified deadline to include in the President's year-end report.
9. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chair or Chair designee shall:

1. Ensure compliance with HR practices/standards and Assistance League Bylaws, Standing Rules and Policies with special attention to confidentiality of actions.
2. Serve as a point of contact for members/paid staff to discuss human resources issues. Assist in dispute resolution between members and/or paid staff.
3. Recommend human resources actions to President to maintain positive and constructive culture.

4. Select committee members to perform recruitment and screening of paid staff.
5. Establish and manage a schedule/calendar for paid staff pay increases and performance evaluation reviews. Assist with performance evaluation criteria and counseling or disciplinary action, if needed.
6. Recommend pay adjustments and benefit treatment, i.e., paid time off, holiday pay, etc. after assessing market conditions.
7. Collaborate with Thrift Shop Chair and Thrift Shop Retail Manager on member/employee relations and pay issues as needed.
8. Ensure the Assistant Treasurer responsible for payroll input is notified of any paid staff pay or job title adjustments.

Technology: Microsoft Word, Excel, email proficiency