

## Preamble to Board Committees

### Reasons and Intent of Board Committees

To study issues and make recommendations to the full Board

To help get the Board's job done, not to help with the staff's job (to aid the process of governance, not management)

To prepare Board-level policy issues for Board deliberation. The Board needs to know the choices and the consequences of these choices. Only then can the Board ponder, debate, and vote intelligently.

To know the charges of the various committees, so as to be able to support those charges rather than duplicate or interfere with them.

To have members that are receptive and open to ideas, have perspective and vision, are familiar with the SIC Strategic Plan, can give the necessary time, and can think in terms of Star Island Citizenship.

The Board will:

- Have no more committees than needed
- Be clear about the charge the Board is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Objectives
- Ask each committee not to speak for the Board
- Require each committee not to interfere with delegation from the Board to the CEO
- Ask each committee not to exercise authority over staff
- Conduct a review process every two years to determine whether committee structure matches Strategic Plan priorities
- Ask what did each committee do over the past two years that was strategically vital
- Ask what each committee can do over the next two years to meet the same standard.

Preamble added June 21, 2011

### **Personnel**

The Personnel Committee is charged, on behalf of the Board, to systematically oversee treatment of staff, and compensation and benefits. Coordinating with the CEO and Human Resource staff it recommends and oversees Corporation's personnel policies, including evaluation procedures; monitors job descriptions for key management positions; and reviews personnel problems as requested by the CEO or the Board.

### Expectations of Members

- Knowledge in the human resource area
- Ability to implement evaluations
- Availability and expertise advising on employee grievances

## Tasks

The tasks are listed in no order of priority.

- Review changes in personnel policies developed by the Board
- Periodically review existing personnel policies and suggest modifications as needed
- When appropriate, present policies to SIC Board for review and approval
- Monitor all personnel (Human Resource) policies and changes in policies with the CEO and in the employee handbook
- Insure policies are adhered to and administered fairly by staff In collaboration with HR Director and CEO
- Salary / Compensation: Periodically review salary structure for full & part time staff and Pelicans with CEO and HR staff.
- Benefits: Periodic review with the CEO and HR staff, the employee benefits for full & part time staff to ensure that we are a fair, equitable and competitive employer.
- Distribute, receive, & summarize an annual evaluation of the CEO in the fall of each year. Evaluations are from both the SIC Board and senior staff. Summary of the evaluation results are presented to the SIC Board of Directors.
- Distribute, receive, & summarize an annual SIC Board of Director's self-evaluation. Summary of the evaluation results are presented to the SIC Board of Directors.
- Participate in the search, hiring and monitoring process for the CEO.
- Participate in hiring if requested by CEO.
- Reviews personnel problems & issues as requested by the CEO or SIC Board.

Other tasks that arise in the area of human resources management that appear in the current and future versions of the strategic plan.

Terms-- Members shall have three-year terms that may be renewable for one additional three-year term. (The Board will set staggered terms at the outset to keep a balance of one, two and three year members at any time.)

## Composition of the Membership (if applicable)

Chair: Board member

Non-board members: some HR experience would be valuable

Former Pelican or staff member

## Operating Processes

Quarterly Conference call meetings per year

March – Policy Review

May – Hiring and Orientation

August – Performance and Evaluations

October – Benefits and Compensation

Availability and expertise to advise the CEO and HR staff as necessary

Maintenance of confidentiality when required

Revised 7/2011