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Personnel Committee Charter

The Board of Directors of the Nonprofit Risk Management Center hereby establishes a Personnel Committee in accordance with the guidelines described below.

The Personnel Committee shall meet at least two times annually, but more often if desired or necessary, in order to discharge its responsibilities. All meetings may be held by telephone conference call. Unless otherwise authorized by the Board, the Personnel Committee shall have no power to act on behalf of the Board, but shall present its recommendations to the Board for action.

Member qualifications include:

1. A clear understanding of the mission and purpose of the Nonprofit Risk Management Center and familiarity with its core services.
2. Familiarity with the Center's employment policies and practices.
3. A commitment to building and supporting an effective partnership between the Board and the staff of the Center.

The responsibilities of the Personnel Committee include:

1. Conducting a periodic review of the Center's personnel policies and recommending changes as necessary to ensure legal compliance and adherence to the values and mission of the Center.
2. Coordinating the annual evaluation of the executive director and presenting the findings of the evaluation to the full board.
3. Recommending changes in compensation and benefits for the executive director.

Members of the Personnel Committee shall be appointed by the President and serve for one year.