

## PERSONNEL COMMITTEE

### ALLIANCE FOR HEALTH IN CLEVELAND COUNTY, INC.

Approved: August 24, 2004

Reviewed:

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The purpose of the Personnel Committee is to serve as a liaison between the Board of Directors and staff members of the Alliance for Health in Cleveland County, Inc. The Personnel Committee shall also provide oversight to the use of volunteers in the committees, coalitions, task forces and work groups sponsored by the Alliance for Health.

The Personnel Committee is composed of at least four members of the Board of Directors. The Chair must have served at least one year previously on the committee except in the initial year of operations 2004-2005.

The Personnel Committee shall perform the following functions:

- ◆ Develop personnel policies and guidelines in cooperation with the Executive Director of the Alliance for Health;
- ◆ Develop policies and guidelines for the recruitment, training, and retention of volunteers serving on the committees, coalitions, task forces and work groups of the Alliance for Health;
- ◆ Review the annual personnel budget and recommend compensation for the Executive Director to the Board of Directors;
- ◆ Negotiate with contract personnel as necessary to accomplish the work of the organization;
- ◆ Perform the annual review of the Executive Director;
- ◆ Review, with the Executive Director and the Chair of the Board of Directors, any complaints of unlawful workplace harassment or discrimination filed by employees or volunteers of the Alliance for Health;
- ◆ Perform other duties related to personnel issues for the well-being of the organization as mandated by the Board of Directors.