



Human Resource Committee Charter

1. Committee Purpose: Assist the Board in fulfilling its oversight responsibilities through the implementation of sound compensation and personnel policies and practices.
2. Duties:
 - Ensure the compensation of the Executive Director is determined on the basis of information provided by independent persons and comparability data, including a regular review process that substantiates deliberation and decisions.
 - Periodically review the staffing plan, recruitment, development, performance evaluation, promotion and retention programs. (OpMan 92)
 - Ensure that workplace policies are documented (Employee Handbook).
 - Perform any additional duties or delegations from the Board from time to time.
3. Chair: Appointed by the AOC President.
4. Members: The Committee shall be composed of a Chairman and not less than one (1) other member. They should meet at a minimum Semiannually but depending upon on-going actions as frequently as Quarterly or as required. These meetings can be conducted via Telecon.
5. Staff Support: Work with the AOC Executive Director during the once per year minimum on site evaluation as set by the HR Committee.
6. Required Financial Resources: At a minimum, the conduction of an annual review of HR Records, requires per diem for 2 people. Normally this would be the chair plus one other committee member. This review should be scheduled prior to or immediately after the Board Meeting held in Alexandria, VA, office to keep costs to a minimum.
7. Duration: The formation, purpose, and duration of the HR Committee is at the discretion of the Executive Committee.
8. Communication/Updates to BOD: Regular reports at the Board meetings.
9. Participation by Non-Committee Members: As necessary, depending upon the subject and serving at the discretion of the Committee Chair to supplement the HR Committee.