

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 based on 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).
 - Ensure that the Executive Director has the HR records and personnel files up to date.
 - 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 annually but depending upon ongoing actions meet 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: as requested
7. Duration: The formation, purpose, and duration of the HR Committee is at the discretion of the Executive Committee.
8. Communication/Updates to BOD: Report at the Board meetings upon request but at least one time annually.
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.