

RESPONSIBILITIES OF THE PERSONNEL COMMITTEE

Bylaws: ARTICLE X, Section 13

Chair – President

The Committee shall consist of (5) five members. They shall be the President, Senior Vice President, Treasurer, and (2) members appointed by the President. The President shall be the Chair.

The responsibility of the committee is to provide a written policy and job description for the employees in the Association Office. Working with the Executive Office Manager, this committee will ensure that there are current written personnel policies and job descriptions in place covering all aspects of employment. The committee shall meet at the July Executive Board meeting date and whenever the need arises. The committee shall provide report(s) to Executive Board when necessary.