

STAR ISLAND CORPORATION COMMITTEE CHARGE

Committee Name: **Personnel Committee**

Role:

The Personnel Committee is charged, on behalf of the Board, to create and advise upon policy regarding the treatment of staff and their compensation and benefits. Coordinating with the CEO and Human Resource Department it recommends and oversees the Corporation's personnel policies, including but not limited to: evaluation procedures, job descriptions for key management positions, and reviews of personnel problems as they affect policies as requested by the CEO or the Board.

Responsibilities and Activities:

- Periodically review existing personnel policies and suggest modifications as needed.
- With the CEO, monitor all personnel (Human Resource) policies and changes in policies and in the employee handbook.
- Benefits: Periodic review with the CEO and HR staff, the employee benefits for full & part-time staff to ensure that we are a fair, equitable and competitive employer.
- When appropriate, present policies to SIC Board for review and approval.
- Review changes in personnel policies developed by the Board.
- Reviews personnel problems and issues as requested by the CEO or SIC Board.
- Salary/Compensation: Periodically review salary structure for full & part time staff and Pelicans with CEO and HR staff.
- Participate in the search, hiring and monitoring process for the CEO.
- Participate in hiring if requested by CEO.
- Other tasks that arise in the area of human resources management that appear in the strategic plan.

Expectations of Members:

- Understand the committee's responsibilities and activities and their relationship to the Star Island Corporation's Strategic Plan.
- Attend meetings (in person and/or video conference).
- Participate in activities and tasks needed to fulfill the role of the committee.
- Be an Ambassador for the committee and its work.
- Knowledge in the human resource area
- Availability and expertise advising on employee grievances
- Ability to maintain confidentiality

Member Terms:

Members have three-year terms that may be renewed for one additional three-year term, unless otherwise approved by the Board. After being off the committee for at least one year, former members may be approved for a new term.

Committee Composition:

Between 6 and 10 persons as needed to fulfill the committee's responsibilities and activities. HR experience is needed and valued, and typically at least one former Pelican and/or staff member serves on this committee. One member of the SIC Board, chosen by the SIC Board, serves as chair (two members may be approved as co-chairs). Typically, the Personnel Committee Chair, being a member of the SIC Board, also serves as the Board Liaison. The CEO appoints a Staff Liaison (typically the CEO). The committee chair may also recommend (non-voting) advisors with specific experience or knowledge – advisors serve one-year terms and must be approved by the SIC Board.

Meeting and Reporting

Quarterly Conference call meetings to include:

- Policy Review
- Hiring and Orientation
- Performance and Evaluations
- Benefits and Compensation

Availability and expertise to advise the CEO and HR staff as necessary.

Minutes of meetings will be taken and available to the SIC Board and staff. An Annual Report, typically written by the Personnel Committee Chair, will be provided to the SIC office for inclusion in the packet for the SIC's Annual Meeting.

Approved Date:

Reviewed by Personnel Committee 1/18/24

Proposed for SIC Board Approval 2/10/24