

## *Personnel and Operations Subcommittee of the Board*

### **Purpose**

To help the Board effectively address the administrative and operational decisions required to run the church efficiently. To provide regular support to, and act as direct liaison for, church staff for issues that will come up during the ongoing operation of the church. To prepare annual staff reviews.

### **Structure**

- There shall be 2-3 members of this committee. The Board President will work with this committee for the purpose of annual staff reviews.
- The Vice President will act as chair of this committee and as liaison to the church staff. If the Vice President chooses not to perform as chair and/or staff liaison, then another Board member may take on these responsibilities.
- The committee will include 1-2 members of the Board (including the VP) and may include a member at large to be appointed by the Board.
- No person shall serve for longer than 4 years on this committee
- The staff liaison will generally call on other members of this committee to help with personnel issues and reviews.
- The whole committee may also come together to propose, review, revise and draft policies pertaining to church staff and operations.
- The committee will meet as often as the chair deems necessary.

### **Responsibilities**

- To meet regularly with the church staff and minister (staff liaison)
- When problems or questions arise, to be available to the staff for consultation; and to provide timely answers or direction (staff liaison)
- To be prepared to address issues brought up in Board meetings that are best served by this subcommittee (staff liaison and committee)
- To attend staff meetings if requested to do so by the staff (staff liaison)
- To make administrative decisions on behalf of the Board in areas such as purchasing office equipment, church rentals, content of the newsletter, etc. (staff liaison, with help from committee as needed)
- To bring to the whole Board issues or problems that may require a vote of all the members (staff liaison)
- To prepare annual staff evaluations with input from all appropriate committees, staff, and Board members and President. (staff liaison)
- With the minister, and, as appropriate, with Board input, to address personnel issues and problems (committee)

Approved by the Board: September 23, 2008