

Personnel Committee Charter 2009-2012

Overview

Oversees development, review and authorization of personnel policies and procedures; conducts the evaluation of the General Secretary; reviews the affirmative action plan and the annual affirmative action report.

Purpose

1. To ensure that UCom has just and equitable personnel policies and procedures.
2. To ensure that UCom meets its affirmative action goals and that its products and services reflect the diversity of the denomination.
3. To evaluate the General Secretary.

Responsibilities

1. Advise the General Secretary on personnel-related matters.
2. Annually receive and make recommendations on the affirmative action goals and performance of the agency.
3. Receive and hear grievances from staff submitted according to agency personnel policies.
4. Receive reports from the Committee on Personnel Policies and Practices (CPPP) of the General Council on Finance and Administration.
5. Evaluate the General Secretary and report the findings to the Executive Committee.

Deliverables

1. Meet with the General Secretary at least annually to review his/her performance and advise him/her about any human resources related concerns.
2. Report the outcome of the evaluation to the Executive Committee annually.
3. Review the staff report on affirmative action efforts and forward with recommendations to the full Commission.
4. Provide feedback to the CPPP Committee as requested and as appropriate and report those actions to the full Commission.

Task Force Members

1. Cynthia Harvey, Chair
2. Mark Conard
3. Alexandria Combs-Morgan
4. Greg Nelson
5. Arnold Parks
6. Shane Stanford

Staff Representatives

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