

## **Position Description – Personnel Chair**

Personnel Chair (Knowledge of HRM practices)

1. Identify and recommend to the Board the staff positions needed.
2. Develop and recommend personnel policies, employee benefits and working conditions;
3. Develop and recommend job descriptions and duty for each staff position;
4. Design and recommend procedures for filling staff vacancies (except for the director);
5. Remain available to the Director and staff for guidance and support;
6. Assist the Director in planning for his/her Continuing Education;
7. Evaluate the Director and Administrative Staff, using procedures prescribed by the Conference Board of Higher Education and Campus Ministries and the Performance Management Plan approved by the Wesley Board.
8. Work with the Director and the Board on submission of the Preference Forms due to the District Superintendent on December 1st and the Director's Evaluation Report due to the BHECM on June 10th.
9. Evaluate performance of staff employees annually and advise the Board of findings;

The Personnel Committee should include a student advisor (Leadership Team President), and the Vice Board Chair.