

Unitarian Fellowship of Lawrence Personnel Committee Charter

1. Purpose

The Personnel Committee reports to the Executive Board on matters involving professional personnel at the Fellowship.

2. Position within UFL governance structure

The Personnel Committee is appointed by and reports to the Executive Board.

3. Membership

Committee members are three active Fellowship members appointed by the Executive Board for staggered three-year terms, beginning July 1. The surviving two members commonly suggest the next member.

Members may be reappointed by the Executive Board for additional terms. Should a member be unable to complete a term, the Personnel Committee will notify the Executive Board so that a new appointment can be made.

4. Committee Structure and Function

Custom has been that the member in his/her third year is chair.

All Personnel Committee members share equally in responsibility for the work of the committee.

5. Activities, Duties, and Responsibilities

The primary responsibilities of the Personnel Committee concern the professional staff of UFL, excluding the minister. At present professional staff include: office manager (1/2 time) and director of life-long learning (3/4 time).

We advise the Board on job descriptions and compensation for professional staff (except the minister).

We prepare evaluations of the professional staff annually or as mandated.

We prepare the annual budget for these positions, including allowances for Social Security, Medicare, worker's compensation, health insurance, and any other employee benefits.

We receive and review any comments, compliments, or complaints from congregation members about any of the professional staff (other than the minister) and take appropriate action.

We review unresolved grievances of the staff (except the minister) and, where appropriate, recommend resolution to the Executive Board.

We will undertake other personnel-related matters as requested by the Executive Board or the minister.

Any staff entitled to vacations coordinate them through the Personnel Committee.

6. Authority Delegated or Retained

Our main role is advisory to the Executive Board on matters involving the professional staff.

Authority for budget approval is retained by members of UFL.

Budget expenditures for personnel compensation are proposed in the PC budget, authorized by the Executive Board, and executed by the Treasurer.

The Executive Board retains the authority to form and disband committees.

7. Standard Team Procedures

Prepare an annual report for presentation to the Executive Board at least one month prior to the end of the fiscal year.

Prepare a budget that includes professional staff compensation for the next two fiscal years for presentation at the congregation's annual meeting.

Advise the Board on any personnel matters that arise throughout the year.

The Personnel Committee's workload is seasonal, so it does not meet at regular intervals. The chair or another member requests a meeting when there is work to be done. With only three members, it is relatively easy to schedule meetings. Much of the routine work can be accomplished by e-mail exchanges.

Primary Author(s): Paul Enos, advised by R. L. Schowen and Denise Perpich.

Date this charter was approved by the Personnel Committee: 22 February 2013

Date this charter was approved by the Executive Board: 6 May 2013