**Personnel Committee**

**Our Mission**
The Personnel Committee provides support to the UUFA minister and staff in the implementation of the UUFA employment policies and practices. The committee also acts in an advisory capacity on personnel matters for the Fellowship Board.

**Our Work**
The committee monitors staff job descriptions and compensation, including salary and benefits using the UUA fair-compensation guidelines as targets. The committee also assists the minister in identifying staff development opportunities, in developing and supporting staff performance evaluations, in reviewing and preparing staff contracts, resolving personnel issues, answering personnel questions, monitoring and identifying staffing requirements and making recommendations to the board on staffing needs, and assisting in processes of hiring, changing job descriptions, or terminating staff to assure that appropriate employment policies and procedures are followed. The Committee also periodically reviews the UUFA manual on Employment Policies and Practices and makes recommendations to the board for amendments.

**Our Connections**
The Personnel committee works closely and collaborates with the minister and other UUFA staff, the UUFA Treasurer and the Finance committee to ensure that employment policies and practices are followed. It also assists the Committee on Ministry on the management of the Minister’s contract, as needed. Each year, the personnel committee makes salary and other compensation recommendations to the Finance Committee.

**Committee Structure and Responsibilities of Members**

The Committee has a chair and three to four other members, including the past chair. The chair’s term of office will be one year, with a maximum of three consecutive terms. To allow for a smooth transition, a new chair shall be selected by the committee from among its members not less than 4 months prior to the decision of the chair to move into the past chair role. The new chair shall be selected from committee members who have served at least 1 year.

The chair is expected to call regular meetings, set the agenda, communicate regularly with the members of the committee, provide leadership for committee initiatives, make salary and other compensation recommendations to the Finance Committee, write a year-end report for the Board, and recruit new committee members as needed to complete the goals of the committee. The committee will meet at least quarterly, or as needed.

Members of the committee agree to
- Actively support and model the mission of the committee
- Work together (constructively and respectfully as a team)
- Establish a positive balance between autonomy and cooperation
• Share in the responsibilities of the committee
• Communicate with and report to the chair on the status of any assigned projects.