

COMMITTEE MANDATE STATEMENT
PEACE LIARD REGIONAL ARTS COUNCIL

COMMITTEE TITLE: Personnel Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY: Working within the policies approved by the Board of the Peace Liard Regional Arts Council; the Personnel Committee will develop policy to govern the personnel needs of the organization. The personnel function encompasses the recruitment, orientation, training, evaluation, termination and recognition of all the people who make up the organization: the trustees, committee members, staff, service volunteers and the membership. The Personnel Committee reports to the Board through the chairperson or his/her designate.

SUMMARY OF DUTIES: In managing the personnel affairs of the Peace Liard Regional Arts Council the Personnel Committee will undertake the following duties:

- establish a membership policy and the record keeping associated with membership
- establish a board/trustee policy
- establish a board/volunteer policy
- establish a staff policy
- establish a service volunteer policy
- monitor and evaluate its personnel policies

COMMITTEE MEMBERSHIP: Membership of the committee will be identified annually at the AGM as needed and as available.

EXPERIENCE: Members of the Personnel Committee should have an understanding of personnel administration, recruitment, and training and evaluation procedures.

MEETINGS: The Personnel Committee will meet as required between regular board meetings and make reports of committee work at the board meetings. The chairperson will direct the development of policy and other personnel concerns at the Personnel Committee meetings.

Originally Approved: _____

Approval Date: _____

Renewal Date: _____

(Revised): _____