**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**PERSONNEL AND HUMAN RESOURCE COMMITTEE (PHRC)**

**CHAIR-POSITION VACANT**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the PHRC is to:

* Assist in recruiting suitable candidates for the Board of Directors
* Play a role in the recruitment and hiring of staff
* Provide advice to the Board regarding the proper handling of personnel matters relating to staff and volunteers
* Help to develop and ensure compliance with risk management policies

**Responsibilities:**

* Assist the bod, as needed, in the interview of staff/volunteer applicants
* Monitor programs and work environment to ensure equity and fairness in the delivery of service and programs
* Coordinate training for volunteers
* Manage all matters relating to the vetting of applicants and background investigation for Board of Directors, volunteers, and staff
* Identify training needs and recommend appropriate training for Board members, staff, and volunteers

**Membership:**

The PHRC shall consist of five (5) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Vice Chair (appointed by Board Chair, on the recommendation of the Chairperson)
3. Three additional voting members

**NOTE:** The Chairperson, in consultation with the Vice Chair, may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.