Personnel Sub-Committee Chair Checklist

Daily

☐ Check and respond to email and phone calls

Weekly

☐ Coordinate schedules and facilitate communication;

☐ Supervise and support the office administrator;

Biweekly

☐ Sign twice a month time sheet for office administrator;

☐ Sign vouchers for office administrator, stated clerk and bookkeeper;

Monthly

☐ Participate in monthly Presbytery Cabinet meetings

☐ Chair Personnel Committee

- Call meeting and set agenda for the Personnel Committee
- Prior to meeting, contact Personnel Committee members to follow up on any assignments they have agreed to do
- Preside over committee meetings
- Circulate minutes of Personnel Committee to all members
- Follow up on anything you have agreed to do
- Touch base with Personnel Committee members after meeting to review assignments they have agreed to do
- Prepare Report to Cabinet

☐ Facilitate staff meetings [some face-to-face meetings and some GoToMeetings]

- Set agenda for staff meetings
- Follow-up with staff to review assignments

Four Times a Year

☐ Prepare Report to the Presbytery

☐ Participate in Presbytery Assembly meetings

Quarterly

Annually

☐ Conduct annual staff reviews with the whole committee:

- Set schedule for staff reviews (Fall)
- Distribute self-assessment forms to staff along with deadline for submitting them and

distribute annual review feedback for exempt staff to key leaders according to procedure established

- Receive self-assessment forms from staff and feedback forms for exempt staff from key leaders
- Distribute staff self-assessment forms and feedback forms to members of Personnel Committee
- Preside over staff reviews with Personnel Committee
- Prepare Report to Cabinet on staff reviews
- Prepare Report to Presbytery on staff reviews

☐ Review the compensation of the members of the staff with the whole committee

☐ Prepare budget recommendations for the Finance sub-Committee

☐ Make sure annual Board of Pension forms for any staff enrolled in the BOP plan are sent to Board of Pensions (December)

☐ Review personnel policies of the Presbytery (with the whole committee)

Occasionally

☐ Approve time off for the office administrator;

☐ Hire tech support for computer operations as necessary

☐ Hire new staff according to established procedures:

- Review and revise as needed position descriptions
- Confer with Finance Committee regarding salary or salary range
- Get approval of any modifications in the position description from Cabinet or Presbytery Assembly as needed
- Advertise the position
- Review application form and make any needed changes
- Receive and review applications with Personnel Committee
- Do reference checks on top applicants
- Interview top applicants
- Hire successful candidate for non-elected positions
- Present nominations for Stated Clerk, Treasurer to the Presbytery through Presbytery and for other elected staff (other than executive presbyter) to Nominating committee for election by Presbytery (Personnel Policies 11.2.2)

☐ Provide for appropriate orientation and training for all new staff members, newly elected Stated Clerk, newly elected Treasurer, and any other staff whether elected or hired.