

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
 - March 18, 2017 - Oneonta First
 - May 20, 2017 - Owego
 - September 16, 2017 - Waverly
 - November 18, 2017 - Location TBD

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.