

Charter for the Personnel Committee of Valley Unitarian Universalist Congregation

I. Purpose and Overall Responsibility

The Personnel Committee is chartered, appointed by, and reports to the Board of Trustees. Staff in the document refers to full-time or part-time non-ministerial employees of VUU. The purpose and responsibilities of the Personnel Committee are as follows:

1. Personnel Policies

a. Update VUU Personnel Policies and Procedures for approval by the Board of Trustees and the Senior Minister and for posting on the VUU website.

2. Position Descriptions for Regular, Contract, and Interim Employees

a. Create, with the Senior Minister, position descriptions for key staff. (“Key staff” include the Director of Faith Formation Ministry, Director of Music Ministries, and Office Administrator.)

b. Ensure staff have developed current written descriptions for all other positions.

c. Provide advice and consultation before a position title is changed or modified.

3. Staffing and Compensation For Regular, Contract, and Interim Employees

a. Provide advice and consultation before a new full-time or part-time position is created.

b. Provide advice and consultation before a new full-time or part-time employee is hired.

c. Provide one or more representatives from the Personnel Committee to participate in the hiring process to fill key staff vacancies.

d. Provide advice and consultation before a full-time or part-time employee is terminated.

e. Provide advice and consultation before any change to staffing, compensation, or benefits is enacted.

f. Provide one representative from the Personnel Committee to meet with the Senior Minister, budget committee, and Board of Trustees as personnel matters are discussed and decided during the annual budgeting process.

4. Ministerial Contract Team

a. Provide one representative from the Personnel Committee to participate on the Ministerial Contract Team and assist in the annual review of the minister’s contract.

5. Reports

a. Provide reports to the Board of Trustees as required in Board policies or upon the request of the Board.

b. Perform an annual review of personnel records, job descriptions, and performance reviews, and give a written report to the President of the Board of Trustees and Senior Minister.

c. Provide an annual report to the Board of Trustees and Senior Minister for use at VUU’s annual meeting.

6. Other

a. Serve as a source for information on matters related to human resources.

b. Perform other duties as assigned by the Board of Trustees.

II. Composition

1. The Personnel Committee shall consist of three (3) to seven (7) members approved by the Board of Trustees.
2. An effort shall be made to find human resources professionals or others who can add labor law/hiring/management expertise to the committee.
3. Members of the Personnel Committee shall serve for three years. There are no term limits for committee members and anyone who wishes to remain on the committee may request reappointment by the Board of Trustees for another term.
4. In the event of a vacancy on the Personnel Committee, the committee may recommend a replacement to the Board of Trustees for approval.
5. Members of the Personnel Committee shall serve at the discretion of the Board of Trustees and may be removed by the Board at any time for any reason.

III. Meetings

1. The Personnel Committee shall meet quarterly and more frequently as deemed necessary.
2. The Personnel Committee meetings will usually be closed due to the confidential nature of matters discussed.
3. A quorum shall consist of a majority of the members.
4. A majority of those members present shall carry any motion or resolution.

IV. Committee Structure

1. At the first meeting after June 30th of each year, the Personnel Committee shall elect a chair and recording secretary from the committee membership.
2. The chair shall preside over Personnel Committee meetings or designate an alternate when not available to preside.
3. The recording secretary shall make notes of all meetings of the Personnel Committee and distribute a copy thereof to each member of the committee and the President of the Board of Trustees. The chair of the Personnel Committee shall appoint a substitute recording secretary when necessary.

V. Funding

1. The Personnel Committee will be responsible for making any committee budget requests.

Board Approval March 28th, 2024

Legislative History: Initial Version Approved 3/28/2024