

Wesley Urban Ministries (“Wesley”)

Personnel Committee

Terms of Reference

Approved by the Board of Directors January 27, 2021.

Authority

1. The Personnel Committee of Wesley Urban Ministries (the “Committee”) is created by, and is responsible to, the Board of Directors of Wesley Urban Ministries (the “Board”).

Membership and Term of Office

1. The Committee shall consist of at least three (3) members of which at least two (2) members shall be members of the Board.
2. The members of the Committee shall be approved by the Board and members of the Committee who are not Board members shall be appointed annually for a term of one (1) year and may be reappointed. Appointments and terms of office shall be scheduled to provide for a reasonable continuity within the Committee.
3. The members of the Committee shall elect a Committee Chair who shall be a member of the Board.

Committee Role

1. The Committee shall assist the Board with respect to human resources, employee satisfaction, and personnel policies.

Committee Operating Principles

1. The Committee shall operate in accordance with Wesley's By-laws and Board policies.
2. The Executive Director and Director of Human Resources shall provide support and guidance to the Committee.
3. The Committee is authorized to access internal and external resources, including external counsel, experts, and advisors, as the Committee requires, at its discretion, and upon approval of the Board, to carry out its responsibilities.
4. The Committee shall meet three times a year (September, January, May) with additional meetings as required by the Committee Chair
5. At Committee meetings a quorum shall be a majority of the members of the Committee.

Duties and Responsibilities

The Committee's duties and responsibilities shall include the following:

1. To ensure that the organizational working culture of the organization is one that promotes employee well-being and satisfaction.
2. To review employee surveys, employee demographics, and employee movement and report to the Board of Directors on the organizational health of Wesley.
3. To annually review important changes in personnel policies and practices and including changes to the Human Resources Manual and the Health and Safety Manual.
4. The Chair of the Committee together with the Board Chair, will evaluate the performance of the Executive Director on an annual basis. The evaluation process shall be established by the Board after receiving recommendations from the Committee.
5. Review the Committee's Terms of Reference not less than every two(2) years.

Key Relationships

The Committee's key relationships shall be with:

1. The Board, to whom the Committee is accountable.
2. The Director of Human Resources as the key staff member on employee relations.