

Human Resource Committee Position Description

Purpose:

The Human Resources Committee is a committee of the Governing Board that works collaboratively with the Executive Team. It's purpose is to research, suggest and monitor human resources best practices and legal responsibilities of the Fellowship in relationship to paid staff and ministers.

Responsibilities:

In collaboration with the Executive Team and Governing Board:

- Review and update the Employee Handbook which includes all employee practices and policies, including but not limited to policies and procedures for staff grievances and emergency staffing plans, wage and hour administration and employee benefits.
- Ensures that the congregation is in compliance with applicable laws as an employer.
- Ensure that congregation is in compliance with applicable rules for insurance and retirement plans.
- Researches and makes recommendations for fair hiring practices, performance reviews, and on-boarding and off-boarding of staff
- Assist Executive Team and Board as they request.
-

Qualifications:

- Strives to maintain 3 to 4 members with one being a current member of the Governing Board
- Person is able to maintain good boundaries and strict confidentiality; must pass a criminal background check, as well as complete and sign the Fellowship conflict of interest statement and confidentiality agreement.
- Able to do research on topics relating to Human Resources as needed.
- Understands difference in the roles of the Executive Team and the Governing Board around Fellowship staff.
- Some HR experience would be good but not necessary.
- Able to work independently
- An active member of the Fellowship

Time Required and Length of Commitment:

- Around 2 hours per month some of which will be reading to keep current on HR issues and a short meeting to check in with the committee.
- A two year commitment would be ideal.

Training and Support:

- District representative is available to answer questions and connect with other UUA staff as needed
- UUA website has many resources
- Executive Team and Governing Board will provide information and advice.