



Personnel and Human Resources Committee

Committee Job Description

August 2020

Note: This is the only Committee with elected staff representatives

Overall goal: The primary goal of the Personnel and Human Resources Committee is to ensure that the organization stays in compliance with the law, and that its employment policies and practices are consistent with the social justice mission of Highlander.

Role 1: The Committee supports the organization by recommending Personnel policies and human resource practices consistent with the values of democratic participation and respect for worker and human rights, while maintaining the distinctive functions of the three levels of the organization: Board, Executive Director(s), and line staff. Working in partnership with the Executive Director and appropriate staff, the Committee ensures that Highlander will be able to attract capable people who are committed to contributing their talents to help achieve the mission of the organization. It also works to provide staff an optimal structure and environment of support for their individual and collective development.

Role 2: The Personnel Committee in partnership with the Executive Director, HR staff, other Board committees (such as Finance), and other experts as necessary, develops, monitors and reviews a range of personnel management and labor relations policies and practices, including but not limited to recruitment and hiring, working conditions, conditions of employment, supervision, termination, grievance procedures, salary scales, and employee benefits. The following are specific tasks related to this role:

- Develop and recommend guidelines for personnel management and labor relations policies and practices based on social justice principles. These include transparency, solicitation of input, clarity on who discusses what and why, and who decides what and why.
- Annually review and assess the Personnel Policy manual as to adequacy to carry out the work of Highlander, and to reflect current best practices.
- We affirm that HREC is not a “flat” organization, and that Board, EDs, coordinators, and line staff have equally important but different roles in terms of determining personnel and human resources policies and practices.

Role 2: The Personnel Committee responds to personnel matters which arise as referred through the following routes:

- Referred through processes available to employees as outlined in the approved personnel policies, e.g. disciplinary action, grievance;
- Referred by the Executive Committee; or,
- Referred by the HR staff and/or the staff personnel committee.

Role 3: The Personnel Committee serves as a resource for the Executive Director(s) and other staff on best practices, approaches, models and tools related to personnel management and labor relations issues. It may plan for trainings and/or conduct research upon request on issues such as: discrimination, worker's rights, labor standards, different ways/models of addressing personnel issues and structural or systemic change related to culture.