

Report for Annual General Meeting-May 2017

Committee Name: **Human Resources Committee**

Purpose of Committee:

To foster and maintain positive board/staff relations

Members: Susan Ruttan, Lynn Wolff, Larry Charach (Chair)

Mike Keast (ex-officio), Karen Mills Board Liaison

Major Actions of 2016-17:

Led process, prepared contract and performance agreement, and participated in recruitment of RE Director

Put in place process for regular staff meetings

Initiated process and drafted performance standards for Minister and agreement on policy for major external activities of Minister (e.g., international Boards)

Established dates for performance reviews and conducted performance review of Church Administrator

Provided advice to Board on key HR matters

Provided support and feedback to Minister in both his role as supervisor and his role as Minister of our congregation

Outcomes Achieved:

Established clear expectations of staff, annual goals established, regular performance reviews scheduled with clear expectations of performance.

Successful recruitment of qualified Church Administrator

Planned Actions for 2017-18:

Regular meetings with staff to review goals, performance and to provide support

Develop succession plan for all positions

Recommendations for Board Consideration(if any)