

PERSONNEL AND PROGRAM COMMITTEE

PURPOSE.

The Personnel/Program Committee of Benzie Senior Resources supports the organization by assisting the Executive Director with personnel policies and issues, and it helps to oversee and ensure quality programs for seniors that align with BSR's mission, strategy and priorities.

The Personnel and Program Committee reports to and is directly responsible to the Board of Directors in coordination with the Executive Director, who is the chief staff liaison to the Committee. The Chair is appointed by the President of the Board. The committee has a minimum of 3 voting member including a Board Member appointed by the Board of Directors, as well as the Executive Director who is a non-voting ex officio member. The Committee may invite any non-committee member to attend committee meetings.

The Personnel and Program Committee meets monthly. The Chair prepares the proposed agenda for each meeting, facilitates at all meeting, and provides written reports to the Board.

Areas of Responsibility

Personnel

- Reviews job descriptions.
- Reviews staff/contractor compensation and benefits.
- Works with the Executive Director on developing and implementing an ongoing staff development and continuing education plan.
- Assists the Executive Director with personnel issues.

Program Planning and Policy

- Monitors effectiveness of the organization's programs.
- Supports the Executive Director in the identification and prioritization of new or changing community needs by seeking input from clients and utilizing relevant studies and data.
- Explores options for expanded programming options in line with BSR's mission and strategic priorities - both within and external to BSR facilities.
- Makes recommendations regarding programatic changes, and works in conjunction with the Executive Director and staff regarding new program development.
- Assists the Executive Director with identifying and targeting community partners with whom BSR should develop or strengthen relationships in order to increase cooperation and referrals to the agency.