

Administrative Division

Committee Name: Human Resources Committee

Committee Charge: Monitor overall compensation and benefits of USTA- Georgia Staff and ensure that USTA- Georgia payouts, including salary, benefits and incentive/performance bonuses are within the approved budget, baseline or target compensation levels for comparable and/or peer group non-profit organizations and job functions. Establish and review as necessary, appropriate compensation pay grades and guidelines for all USTA-Georgia Staff positions. Establish guidelines for annual performance reviews for all USTA-Georgia Staff in which the Executive Director will conduct annual performance reviews on each staff member. Make appropriate changes/amendments to human resources policies and guidelines as necessary and submit the recommendations as appropriate to Board of Directors for approval. Present recommendations for annual salary increases and incentive/performance bonuses for all USTA-Georgia Staff to Board of Directors for approval. Present recommendations on various annual benefits to include but not limited to health coverage and 401K contributions and ensure that the organization's cost for these benefits are within approved budget amounts.

Committee Chair Responsibilities: The role of the Committee Chair is to facilitate effective and efficient committee operations including frequent communications with committee members, assigned Staff Liaison, and Division Board Liaison. Committee Chair should keep USTA-GA President and Division Board Liaison aware of any significant issues or concerns.

Committee Chair should:

- Exercise leadership
- Attend all meetings
- Recommend a Vice Chair to the President, if appropriate and needed
- Coordinate meeting plans and agenda with Staff Liaison
- Establish ground rules for meetings and agenda
- Establish a committee members roster of names and appropriate contact information, i.e. phone numbers and e-mail addresses
- Establish meeting schedule to all Committee Members and note if a meeting will be held via conference call or if a physical meeting is necessary

- Clarify the responsibilities of Committee Members their specific responsibilities or assign an existing Committee Member as a mentor to new Committee Members
- Ensure clear communication with Staff Liaison if assistance is required or needed
- Assign the role of recorder to document notes and specific actions and or decision recommendations at each meeting
- Submit written recommendations of the Committee to the Board Liaison, Staff Liaison and President within seven days of the meeting
- Notify President and Board Liaison of any member with frequent absences or non-participation
- Keep President and Board Liaison informed of on-going issues or concerns
- Obtain a copies of all existing human resource policies and guidelines from Executive Director-USTA-Georgia and distribute to committee members for all to become familiar and review prior to initial committee meetings
- Obtain annual updated copies, to be ordered by Executive Director-USTA-Georgia, of the annual survey reports from the Association Societies Alliance-Association Executive Compensation & Benefits and the Georgia Society of Association Executives Compensation & Benefits prepared by Whorton Marketing & Research and review and distribute to committee members for their use when reviewing annual USTA-Georgia compensation matters
- Obtain copies of appropriate human resource policies and procedures from Executive Director and distribute to committee members as necessary

Committee Members Responsibilities: Each Committee Member, including Committee Chair, is expected to act in good faith under the guidelines established in USTA-GA policy documents to support the mission without regard for personal gain and with the diligence; care and skill a prudent person in a similar position of responsibility would act.

Specific responsibilities for all Committee Members include:

- Reviews all relevant material before meetings
- Be familiar with and have a working knowledge of the committee's budget and that of the various programs as needed
- Participate in committee meetings and committee work to help achieve committee goals by providing thoughtful input into decisions, voicing

objective opinions on issues, focusing in the best interests of the association and works toward fulfilling the committee's goals

- Have a good working knowledge of existing USTA-GA human resources policies and procedures
- Work together with other volunteers and staff in the spirit of cooperation and teamwork
- Attend appropriate training meeting sessions when required

Staff Liaison Responsibilities: If a Staff Liaison is assigned, the Staff Liaison should be a valuable resource to the committee, answer questions, offer suggestions, raise questions and provide administrative support when appropriate.

Specific responsibilities of the Staff Liaison include:

- Make early contact with the Committee Chair and encourage participation in training
- Ensure that the Chair executes his/her administrative duties
- Provide a level of administrative support agreed upon by both the Chair and the Staff Liaison
- Assist the Chair in preparing meeting agendas
- Assist the Chair in the preparation and distribution of any working agreements
- Provide on-site support for committee meetings
- Assist in preparing committee reports to the Board of Directors
- Ensure committee's activities support the mission and the Strategic Directions Plan
- Monitor budgets and ensure projects are within budget

Board Liaison Responsibilities:

The Board Liaison should perform the following duties:

- Communicate with Committee Chair by e-mail and/or phone once a month or as needed
- Communicate with Staff Liaison by email and/or phone once a month or as needed
- Prepare written reports on the actions, activities, accomplishment of the assigned committee to the Board of Directors at least three days prior to Board of Directors meetings

- Present summary of written reports and present at USTA-GA annual and semi-annual meetings and any other Board of Directors meetings as required
- Present committee recommendations to Board of Directors that require Board approval before implementation
- Attend committee meetings whenever possible
- Provide assistance and guidance when requested or if appropriate
- Learn and become familiar with the committee's charge. Purpose, activities and plans