Prisoner Visitation and Support
Committee Charter - Draft
Personnel Committee

Purpose:
The Personnel Committee shall be comprised of Directors and others as may be appointed. The Personnel Committee shall provide assistance to the Executive Director and the Board in pertinent employment issues and ensure that employment policies are current and reflect current state and federal laws governing employment.

Membership:
The Board Chair shall appoint all Director members of the Committee. If the Committee exercises any powers or authority of the Board, the Committee shall include no less than two (2) Directors. Non-Directors may also be appointed to any committee.

Only the Board Chair may remove Director members of the Committee. The Committee Chair may remove any and all other Committee members without cause.

Authority:
The Committee is an advisory committee and has no authority to exercise any powers or assume any authority of the Board unless such power and or authority is directed by the Board.

Responsibilities:
The Committee will endeavor to meet at least quarterly and more often as needed. A majority of the Committee members shall constitute a quorum. The vote of a majority of the members present at a meeting at which a quorum is established shall be sufficient to authorize such act or otherwise address the issue or answer the question on behalf of the Committee. The Committee members shall elect a Committee Chair annually. The Committee Chair or designee will keep a copy of the Committee meeting minutes. The Committee Chair may invite any Director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, but these individuals have no voting power.

The Committee shall review its charge under the Board-approved strategic plan at least annually, and report on its progress per the strategic plan at the annual Board meeting.

The Committee will review its charter at least biannually and recommend any proposed changes to the board for review.

Date of Board Approval of Charter: _____