



Human Relations Committee Report

May 21, 2022

Christa Isenhart, Chair

Members: Christa Isenhart, Paul McDaniel, Roy McCutchen, Paul Cyphers, Devona Saylor, Mary Ann Grimes, Karina Zedalis

Charter: *To edit existing and create new documents to clarify the roles, responsibilities, processes and expectations of Employees as well as Directors, Board Officers, and Chairpersons to assist with job & performance consistency from one Board to the next.*

No meeting this past month.

Christa Isenhart sent a draft of the Board Orientation document. Many comments and suggestions offered but this isn't ready to be voted on to adopt yet.

The Job Description for the Office Administrator has been worked on by Roy and review by the Office Administrator. The final version is attached with this report.

The Job Descriptions for the Operations Manager and Operations Assistant have been worked on but aren't finished yet. They should be finished by the end of May.

The Job Description for the Board Secretary is still being worked on. As Christa is going through the Annual Meeting preparation there have been lots of additions. This should be finished by the June Board meeting.

Big Elk Meadows Association

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