



## Human Relations Committee Report

August 15, 2022

Christa Isenhart, Chair

**Members:** Christa Isenhart, Meredith Campie, Paul McDaniel, Roy McCutchen, Devona Saylor

***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.*

The Committee met on Aug. 11 and determined the standing meeting will be held the second Tuesday of each month at 1:30 pm. Depending on schedules this may have to move periodically.

**ACTION – discussion needed during the Board meeting to ensure all Committee Chairs understand the goal so they will know what to write.**

The current focus for the HR Committee is the "Duties & Responsibilities" documents for each Committee Chair. For new Committee Chairs there are documents, resources or history to help them get started on their Committees other than some past Committee reports. Not all Committees have consistently submitted reports, such as the Social Committee.

Not only will these help a new Chair by capturing some past history/problems/solutions but also "Disaster Recovery" in that if the Chair was to suddenly be unable to continue as Chair the next Committee Chair would have an idea of what the Committee does and how to proceed.

Once we have a baseline document for each Chair, it would be good to do a quick update towards the end of each May for a potential hand-off to someone new on the next Board. We already gather the "year in review" for each Committee for the Annual Member meeting so it should be easy for the Chairs to transfer that to each Committee's document.

Setting up a Google doc file for each Committee to retain the documents and details would be wise.

Our vision for these documents is to include:

1. Committee Charter
2. Contact list of current Committee members

**Big Elk Meadows Association**

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3. Contact list of any vendors currently being worked with (this won't apply to all Committees).

4. Things that a New Chairperson should be aware of like:

The Chair's main responsibilities

Challenges/problems/solutions the Chair has dealt with in the past that have/haven't worked

Past history of what has been important to the Committee

"Best Practices" to help the Chair do their job more effectively

Section for the update in May with Goals/timing for the upcoming year

We realize some of this is going to be very different for each Committee.

Finance and Operations have a great many tasks and may need "Standard Operating Guidelines" for some of them where the Social Committee isn't concerned with SOGs but more what events have/haven't worked in the past and what events are important to the community.