

Work Force Committee

Purpose, Role, Skills, Tasks

Purpose: To build a comprehensive Work Force System to include the following components:

1. Performance Management
2. Staff Development, Recruitment and Retention
3. Behavior Standards and Values
4. Employee Engagement
5. Wage and Salary Administration
6. Environmental Safety
1. Effective Communications

Role:

1. To oversee and manage all work force systems within ECLC on an on-going basis and to regularly report appropriate outcomes to the Board.
2. To advise and recommend to the board for board approval any and all drafts revisions, modifications, or alterations to Work Force System documents, policies and procedures.
3. To plan and implement assignments as directed and authorized by the board of directors.

Skills:

1. Knowledge of the essential role and value of a committed labor force, education/experience with Human Resource Management, Education/training in Human Resource systems interpersonal skills. problem solving, systems thinking.

Tasks:

1. Develop and oversee implementation of an effective Staff Development Program to assure staff is properly educated to all current appropriate personal and professional growth opportunities.
2. Develop and oversee a comprehensive and effective staff communication plan facilitating two way communication processes between the governing board and staff members.
3. Coordinate with the Communication committee to facilitate marketing and public communication in support of Committee proposals.
4. Coordinate with the Finance Committee to complete a financial impact analysis of proposals prior to submission to the board of directors for decision.
5. Review, revise, and maintain all Human Resource Management policies, procedures, Code of Conduct and Personnel Handbook. Submit current revisions for board approval, as needed.
6. Review and Revise the Wage and Salary Administration Program annually in collaboration with the Finance Committee's Budget Development Process.
7. Provide a quarterly report to the board of committee accomplishments (Jan, April, July, Oct).
8. Provide an annual evaluation of committee accomplishments, identifying opportunities for improvement.
9. Propose an annual program of committee activities and requirements to be included in annual budget preparation.