

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Personnel Committee Chair

Service Opportunity Brief Description:

The committee works primarily in an advisory capacity to the supervisor of staff and to the Board of Trustees, in matters of working conditions, hiring, firing, salaries, benefits, and the performance of non-ministerial staff. The committee chair is responsible for overseeing all the activities of the committee and making sure that the duties are carried out by the committee members to whom they are assigned.

Service Opportunity Detailed Description:

The Personnel Committee consists of five members, one of whom is also a Board member, appointed by the Board of Trustees, for three-year overlapping terms. The committee chooses its own chair. They generally meet once a month during the 9 months of the church year.

Committee members serve on search committees, make annual recommendations for adjustments in salaries using UUA recommendations as a guide, as well as any adjustments to benefits – health, dental, leave, etc. - including recommending which benefit providers and plans to offer to staff. The committee provides for an annual performance review of each staff member. The committee is charged with addressing other personnel issues as they arise. Also, the committee is responsible for maintaining Albany UU's Personnel Manual.

The committee chair is responsible for setting the agenda at meetings and for facilitating at meetings. The committee chair also works closely with the minister, as head of staff, and with the president of the congregation.

Length of Service Commitment: 2 years

This opportunity will enable you to work closely with the minister in his role as supervisor of staff. Your role includes being an advocate for staff in assuring that they are appropriately compensated in both salaries and benefits. You participate in the give-and-take of encouraging productive staff with additional salary or benefits, while balancing that with the capacity of the congregation to offer such additional compensation. You are a vital part of the apparatus that maintains morale and purpose at the heart of our organization.

Skills Needed:

Good "people skills," as well as an ability to research and analyze the pros and cons of potential changes to salaries or benefits, are key attributes necessary for this volunteer opportunity. You would also be expected to be able to maintain strict confidentiality regarding many of the issues addressed by this committee.

Training, assistance, and safety requirements:

This is a job that requires some time and effort to get up to speed on the issues before the committee and what has been done to address them in the past. Existing committee members and the committee chair recognize that they are expected to work with new members to bring them up to speed.

Number of positions available: 1

Key words: people skills