

## ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY PERSONNEL COMMITTEE CHARTER

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**CHARTER STATEMENT #410  
APPROVED 04/27/2017**

### **Purpose**

The Personnel Committee shall serve as a standing committee of the Board responsible for the following:

- Evaluating and hiring of the AS Executive Director
- Reviewing and updating the Corporate Personnel Manual
- Creating a Hiring Committee Policy
- Discussing any personnel matters relating to the BOD and making recommendations to the BOD.

### **Composition & Qualifications**

- A. The Vice President of Internal Affairs shall serve as the chair of the Personnel Committee and shall appoint a Vice Chair within the first thirty (30) days after the committee has been initiated.

### **Membership**

The membership of Personnel Committee shall be as follows:

Voting Members:

- Vice President of Internal Affairs (chair)
- President
- Vice President of Finance
- 1 College Representative (appointed by the Board, with letter of intent)
- 1 Class Representative (appointed by the Board, with letter of intent)
- 1 Department Representative (appointed by the Board, with letter of intent)

Non-Voting Members (Advisory):

- Vice President of Student Affairs & Enrollment Management or designee
- Associate Vice President of Human Resources or designee
- Associate Student BOD Chief Justice



### **Duties & Responsibilities**

- A. The committee is responsible for review and updating the job description of the Executive Director.
- B. The committee is responsible for preparing and conducting an evaluation of Executive Director for recommendation and approval from BOD.
- C. The committee shall serve as the Screening & Hiring Committee for the permanent Executive Director for recommendation and approval of BOD
- D. The committee shall review and update the Corporate Personnel Manual for recommendation/ approval from BOD in communication with the AED of Human Resources.
- E. Upon recommendation of the AS President through review and recommendation of the Personnel Committee, the AS Board of Directors shall be the only body authorized to approve the hiring, rehiring, or termination of the Executive Director.
- F. The committee shall prepare a board development report and presentation at the end of each semester to discuss any personnel matters that arose and discuss how they should be handled for the future.
  - 1. Any documents within this that have confidential information should be handled under closed session both within the committee and BOD.
- G. The committee should have at least one representative in addition to the already chosen representative at all hiring processes of jobs within the Staff Governance chart of Associated Students.
- H. The chair of Personnel Committee will be in consistent conversation with the AS AED of Human Resources to get input from the organization's professional staff in regards to personnel matters.
- I. Personnel Committee will make recommendations to the BOD on any personnel matters
  - 1. This will allow for more efficiency on the board when it comes to personnel matters and allow for less time to be taken away from BOD meetings in regards to personnel matters.
  - 2. These items, if needed, can be handled under closed session.

### **Recommended Process for Evaluation of ED**

- A. The position of the Executive Director shall begin evaluation annually, no later than January 1.
- B. A 360 degree evaluation must be conducted, with participation from the AS BOD, AS staff, the office of the Vice President of Student Affairs & Enrollment Management, and the University Corporation.
- C. A draft evaluation shall be prepared by the AS President in consultation with the Personnel Committee for the AS Board's approval. If the evaluation shows areas that



need improvement, subsequent evaluations can be done within two months of the original evaluation to mark the progress of the Executive Director in those areas.

- D. A written copy of the evaluation will be placed in the Executive Director's personnel file.
- E. In the event that the Personnel Committee does not initiate an evaluation of the Executive Director, by January 1<sup>st</sup>, the President will send a reminder memo to the Board to task the Personnel Committee with getting the evaluation for the Executive Director done.
- F. In the event that the Personnel Committee does not complete an evaluation by March, the AS President or designee to the Personnel Committee will be charged by the AS BOD with authority to complete the evaluation.

### **Meetings**

- A. The committee meetings may be scheduled at such times and places as the Personnel Committee determines. With the understanding of schedule dates, times, and locations of the Committee, meetings may be conducted wither in person or telephonically.
- B. A majority of the Personnel Committee present in person or by teleconference shall constitute a quorum. Meetings of the Personnel Committee shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.
- C. The committee shall, through its chairperson, report regularly to the BOD following the meetings of the committee, addressing such matters as the quality of the organization's personnel efforts, current projects/ initiatives taken by the Personnel Committee, or other matters related to the committee's functions and responsibilities.

### **Skills & Attributes**

- A. Professional
  - 1. When handling personnel issues, some may be confidential, all members must keep that confidentiality.
  - 2. Be willing to be part of hiring processes and stay actively and professionally involved.
- B. Personal
  - 1. Fulfill required time commitment.
  - 2. Willing and able to make asks on organization's behalf (ambassadors).
  - 3. Honesty, integrity and respect for others.
  - 4. Visionary: future oriented.
  - 5. Good communication skills; open-minded and articulate.
  - 6. Strong team-builder and team member.
  - 7. Leadership skills.

8. Self-confident and outgoing personality.