

## 2018 CRF Employment Committee

|               | <i>Name</i> | <i>Email</i>                                                             |
|---------------|-------------|--------------------------------------------------------------------------|
| Chairman      | Gary Clark  | <a href="mailto:gclark@metrohealth.org">gclark@metrohealth.org</a>       |
| Member        | Tim Marcovy | <a href="mailto:tam1952@gmail.com">tam1952@gmail.com</a>                 |
| Member        |             |                                                                          |
| Ad-Hoc Member | Kirk Lang   | <a href="mailto:clevelandrowing@gmail.com">clevelandrowing@gmail.com</a> |

**Mission of CRF:** Our mission is to support, facilitate and promote the sport of rowing and its benefits to the community through programs, events, and affiliated organizations.

### **Primary Purpose of Committee:**

#### **Scope—Responsible for:**

1. Advising the Board of Directors on Human Resource (HR) management and policy.
2. Drafting HR policies and ensuring that such policies are implemented and followed by Board and Staff.
3. Creating job descriptions.
4. Working with the Board Chair to conduct annual performance evaluations of Executive Director and other CRF employees.
5. Conducting job searches, interviewing potential candidates, and making recommendations to the Board for any vacant staff position(s).

#### **Goals—2018:**

1. Coordinate performance evaluation(s) of Executive Director.
2. Develop and implement employment practices through creation of an Employee Handbook.
3. Recruit a part-time bookkeeper to assist Treasurer and Finance Committee as necessary.
4. Recruit a part-time Development professional to assist the Executive Director and Board in fund raising activities in furtherance of the CRF Mission
4. Develop and implement policies related to conduct of volunteers in coordination with the Safety Committee.

#### **Authority—Specifically authorized to:**

1. Conduct Employment Committee meetings.
2. Develop Human Resource policies and guidelines.
3. Make recommendations to the Board on Human Resource matters.
4. Perform, with the Board Chair, the annual performance review(s) of the Executive Director and other CRF employees.
5. Review, with the Board Chair, any complaints of unlawful workplace harassment or discrimination filed by employees or volunteers.
6. Perform other duties related to Human Resources for the well-being and functioning of CRF.