

Employment Committee

Chair:	Kathy Connors	kyc3@mac.com
Member:	Patty Wolford Travis	pwolford15@gmail.com
Member:	Pat Poole	ppoole@bakerlaw.com
<i>Ex-officio:</i>	Kirk Lang	clevelandrowing@gmail.com

CRF Mission: 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 employment matters.
2. Drafting employment policies and ensuring such policies are implemented and followed by Board and staff.
3. Creating job descriptions.
4. Working with the Chair to conduct performance evaluations of Executive Director.
5. Conducting job searches, interviewing potential candidates and making recommendations to the Board for any vacant staff position.

Goals – 2014:

1. Coordinate performance evaluation(s) of Executive Director.
2. Develop and implement standard employment practices, including the creation of an Employee Handbook.
3. Recruit a volunteer bookkeeper to assist the Treasurer and Finance Committee as necessary.
4. Implement a system of timekeeping for the Executive Director.
5. Coordinate review of work performed by the independent contractor Maintenance Director.
6. Develop and implement policies governing standards for volunteers.

Authority – Specifically authorized to:

1. Conduct Employment Committee meetings.
2. Develop employment policies and guidelines.
3. Make recommendations to the Board on employment matters.
4. Perform, with the Chair, the performance review(s) of the Executive Director.
5. Review, with the Chair, any complaints of workplace harassment or discrimination filed by an employee.
6. Review, with the Chair, any complaints regarding conduct of volunteers.
7. Perform such other duties related to employment matters for the well-being of CRF as mandated by the Board.