



Center for Family Life and Recovery, Inc.
Governance/Human Resources Committee Chair

Job Summary and Responsibilities: Lead the Governance and Human Resources Committee in completing the following tasks. Keep all committee members engaged and report to the Board monthly on activities.

- Developing and maintaining an outline of:
 - a. The General “skill-sets” desired on the Board;
 - b. The constituencies to be represented on the Board; and,
 - c. The duties, obligations and expectations of Board members.
- Reviewing potential candidates to serve as Directors,
- Proposing Directors for election/re-election one month prior to the last meeting of the fiscal year.
- Proposing Directors for replacement at a meeting agreed to by the Board of Directors
- Proposing a slate of officers for election at the last meeting of the fiscal year. The slate of nominees for the Board of Directors shall be sent to the Board of Directors at least twenty (20) days prior to the last meeting of the fiscal year. Additional nominations for Directors or Officers shall only be considered, provided they are made, in writing, by a minimum of three (3) Directors, and are received at the offices of the Corporation at least two (2) days prior to the last meeting of the fiscal year.
- Planning and preparing the annual strategic plan for review and up-date.
- Providing recommendations for up-dates of the strategic plan to the full Board for approval.
- Exercising such other power and authority as may be delegated to it by the Board of Directors. .
- Studying the policies related to human resources, including salary and benefit reviews, and the level of corporation subsidy for benefits.
- Providing consultation to the CEO on personnel practices, human resource planning, and fringe benefits.
- Making recommendations to the Board concerning personnel policies and salary ranges.
- Ensure the security and accuracy of all organization records.

Board Member signature

Date