

## **SSSS Personnel Committee Policies and Procedures**

The Personnel Committee will be comprised of three SSSS members in good standing (i.e., Co-Chairs). The Personnel Co-Chairs should ideally be long-time, senior members with substantial leadership experience within the organization so that they feel free and confident to bring staff concerns to the Board. They should also be individuals who are trusted by SSSS staff. Presidents should consider consulting with staff when appointing these positions.

The Personnel Co-Chairs will be a resource for the SSSS Executive Committee (EC) and SSSS staff around personnel issues. When there are personnel -related challenges, concerns, or disagreements between the EC and the staff that cannot be resolved directly between the parties, the Personnel Co-Chairs can be consulted. The Co-Chairs will also reach out to all SSSS staff at least quarterly to check on their satisfaction and concerns. SSSS staff can also reach out to the Co-Chairs at any time with concerns or to discuss unresolved issues. If necessary and desired, the Co-Chairs can take those concerns to the President and/or EC. The Personnel Co-Chairs will also help to coordinate the evaluation of the SSSS staff every other year.

Ideally, the terms of service for the three Co-Chairs should be staggered so that new Co-Chairs are mentored by established Co-Chairs.

### **Staff Evaluations**

Staff evaluations will be conducted every year in the Summer. The Personnel Co-Chairs will reach out to SSSS leaders who have had substantial contact with the staff to complete evaluation forms assessing their job performance. Evaluators will be provided with an evaluation form and the individual's job description. Evaluators will be instructed to provide an assessment only of those job duties which the evaluator has directly observed.

For the Director of Operations, the President, President-Elect, Treasurer, and Conference Co-Chairs will provide evaluations. Other evaluators may be suggested by the President and/or the Director of Operations and could include Membership Chair, CE Chair, and others depending on the amount of contact over the prior two years. The Membership/Conference Coordinator\*, although not providing a formal evaluation, will also be consulted about the Director of Operations' performance as a supervisor, including suggestions for improvement. Because the Director of Operations is the direct supervisor of the Membership/Conference Coordinator\*, information from the Membership/Conference Coordinator\* should be collected via a call or electronic meeting rather than in writing and the source of the feedback should be guarded when providing feedback to the Director of Operations. Feedback from all evaluators will be compiled and reviewed by the Co-Chairs. The Co-Chairs will provide a written summary report for the President (who will also share the report with the Executive Committee). The President will meet with the Director of Operations along with the Co-Chairs and the President-Elect to deliver the compiled feedback (both strengths and areas for improvement) and will provide them with a copy of the report. The Co-Chairs will ensure that the feedback is delivered accurately and constructively.

For the Membership/Conference Coordinator\*, the Director of Operations, the President, and the President-Elect will provide evaluations. Other evaluators may be suggested by the Director of Operations and/or the Membership/Conference Coordinator\*. The Co-Chairs will compile all feedback from evaluators and will produce a written summary report for the Director of Operations. The Director of Operations will meet with the Membership/Conference Coordinator\*—along with the Co-Chairs, President and President-Elect—to deliver the compiled feedback (both strengths and areas for improvement) and will provide them with copy of the report. The Co-Chairs will ensure that the feedback is delivered accurately and constructively.

The Co-Chairs will retain all written evaluations provided for at least four years after the evaluation. The written summary will be stored in the electronic Board of Directors documents folder.

Notably, because staff salary adjustments are dependent upon the fiscal health of the organization, staff raises may not always be directly tied to staff evaluations.

\*The Policies and Procedures were updated on 12/4/2023 to reflect the change of the Office Administrator position with the Membership/Conference Coordinator position.