**Charter for Personnel Resources Committee**

**Statement of Polity**

The Personnel Committee (“Committee”) is a committee of The [Insert Name] Conference of The United Methodist Church (“Conference”) and derives its authority from ¶613 of *The Book of Discipline of The United Methodist* *Church*”:

(13) To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff, unless the annual conference has designated another agency to carry this responsibility. These policies and practices shall be in accordance with the Social Principles (¶ 162A, E, F, and I).

## Statement of Mission

The overall mission of the Committee is to ensure consistency and transparency as it relates to policies and practices in employment for personnel of the Conference.

**Disciplinary Duties**

The Personnel Resources Committee shall:

1. Review annually the uniform policies and practices of all Conference employees.
2. Annually recommend an appropriate salary schedule, based on job descriptions, for all Conference employees to the Council.
3. Ensure the development of written job descriptions for Conference employees.
4. Oversee the recruitment of Director-level employees.
5. Review documentation related to termination of employees and provide final approval.
6. Maintain diversity and inclusivity.
7. Review Human Resources processes and procedures and provide guidance as needed.

This committee shall provide to the Council information and updates regarding personnel issues only as essential. Confidentiality should be maintained at all times through this process.

Adopted by \_\_\_\_\_\_\_\_\_\_\_ on [date].