

**CHARTER  
ACLT PERSONNEL COMMITTEE**

1. Purpose

The Personnel Committee of the ACLT provides oversight and administration of the ACLT's written personnel policies.

2. Organization

- A. The Personnel Committee is a permanent committee of the ACLT.
- B. Members: The Committee is composed of three officers of the ACLT: the President, the Vice-President, and the Treasurer.
- C. Officers: The chair of the Personnel Committee is the Vice-President of the ACLT Board of Directors.
- D. Meetings: The Committee shall physically meet at least annually and conduct a review of the Executive Director's performance, and as circumstances regarding personnel policies, procedures, or administrative needs dictate.
- E. Quorum: Action on any issue requires approval by all members of the Committee.

3. Responsibilities

- A. Performance Evaluation: The Committee shall conduct an annual review and written evaluation of the Executive Director's performance based upon a work plan previously agreed upon by the Executive Director and the Committee. Board input will be solicited.
- B. Salary Review: The Committee shall conduct an annual review of the Executive Director's compensation package and prescribe any recommended changes to the Board of Directors for consideration.
- C. Personnel Policies: The Committee shall be responsible for any issues which arise with respect to the oversight and administration of the ACLT's written personnel policy. It shall periodically review, in consultation with the Executive Director, existing personnel policies, compensation, benefits, and continuing education opportunities provided to staff and recommend changes, as appropriate, to the Board of Directors.

4. Records

- A. Minutes of meetings, including attendance, shall be recorded and distributed to Committee members in a timely manner. Once approved by the Committee, the

Committee recorder shall provide a copy of the approved minutes to the ACLT office, which shall maintain them as permanent records. Confidential records are maintained separately by the Committee.

- B. The Committee is responsible for maintaining an annual written evaluation of the Executive Director.
- C. The Committee is responsible for maintaining a separate, confidential file pertaining to any harassment or discrimination complaint or any employee grievance which is presented to the Committee in accordance with the ACLT's written personnel policy.

5. Charter Review

The Committee shall review its charter every five (5) years for validity and appropriateness.

*Approved by the Board of Directors on Sept. 18, 2021*