

**Texas Association for Health, Physical Education, Recreation, and Dance**

**OPERATING CODE FOR PERSONNEL COMMITTEE**

**1. Name**

The name of this committee shall be the TAHPERD Personnel Committee.

**2. Purpose**

- 2.1. The purposes of the Personnel Committee are as follows:
- 2.2. To maintain and update the job description of the Executive Director.
- 2.3. To assist the Executive Director in prioritizing annual goals based on current needs of the association.
- 2.4. To perform an annual evaluation of the Executive Director.
- 2.5. To provide an annual salary recommendation for the Executive Director to the Finance Committee for their use in developing the following year's budget.
- 2.6. To review and recommend benefit packages received by the TAHPERD staff such as: health care, retirement, auto allowances, etc.
- 2.7. To receive and review the proposed establishment of new staff positions in the TAHPERD office from the Executive Director.
- 2.8. To establish and maintain current manuals on Policy and Procedures for TAHPERD employees.
- 2.9. All Personnel Committee members are expected to attend the annual TAHPERD Leadership Conference as well as the TAHPERD Annual Convention.

**3. Organization**

- 3.1. The committee shall be a Standing Committee of the association.
- 3.2. The committee shall consist of seven voting members as follows: Past President (*ex officio*) shall serve as Chair, President (*ex officio*), President-elect (*ex officio*), four appointed members. The TAHPERD Executive Director is an *ex officio*, non-voting member.
- 3.3. The immediate Past President leaving office the convention prior to the spring meeting of the Personnel Committee, shall attend the spring meeting with full voting rights to assist with the evaluation of the Executive Director.
- 3.4. Appointments shall be made to ensure that two (2) are selected from the ranks of Past-Presidents or former trustees of the TAHPERD Trust. Two (2) members at-large are to be selected from those currently serving on the Board of Directors at the time of appointment. These two (2) at-large appointees must have 10 years of membership, of which, the last five (5) must be continuous.
- 3.5. The individuals appointed by the President shall serve three-year (3) terms.
- 3.6. The terms of the appointed members shall be rotated with one (1) person being appointed each year, and two (2) people will be appointed every third (3) year.
- 3.7. Appointed members who have served a full three-year (3) term may not be reappointed to succeed themselves.

3.8. In the event circumstances result in a vacancy of one (1) or more committee members, replacements will be appointed by the President and approved by the Board of Directors to complete the unexpired term.

#### **4. Operation**

- 4.1. The committee shall meet at least two times annually as follows: a meeting at the TAHPERD office and a winter meeting at the annual convention (time and place to be designated by the Chair).
- 4.2. The Executive Director will mail or email to the Personnel Committee a meeting agenda and all reference documents (see 4.5 below) fourteen (14) days in advance of the scheduled committee meeting.
- 4.3. Using evaluation tools/instruments adopted by the Board of Directors, the committee will perform an annual evaluation of the Executive Director. The evaluation instrument is to be completed by the Board of Directors, the Representative Assembly, and the TAHPERD office staff.
- 4.4. The committee shall review and make recommendations relative to the staffing needs of the association. However, the selection, specific job description and assignment, annual evaluation, promotion, discipline, salary (within established guidelines), and termination of individual staff members shall remain the responsibility of the Executive Director.
- 4.5. The committee shall annually review the documents that govern or affect the TAHPERD office staff. These include but may not be limited to the following:
  - 4.5.1. Contract of the Executive Director
  - 4.5.2. Policy and Procedures for TAHPERD Employees
  - 4.5.3. TAHPERD Travel Policy
  - 4.5.4. Employee Benefits received in addition to salary
  - 4.5.5. Job descriptions
- 4.6. The committee shall provide written reports of its activities of each meeting to the Board of Directors. Each report should also include any recommendations that require approval of the Board of Directors or Representative Assembly. Each report is to be emailed to the Executive Director so that distribution can be made to the Board of Directors 21 days prior to their spring and winter meetings. A report of the annual evaluation of the Executive Director shall be presented to the Board at its spring meeting.

Adopted by the Board of Directors: December 1993

Amended:

December	1994
April	1998
April	2000
April	2002
April	2003
May	2004
April	2009