Uplift Community Alliance®

HUMAN RESOURCES CHAIR
JOB DESCRIPTION

Position Summary
The Human Resources Chair shall be appointed by the President to lead an advisory committee to oversee and direct Uplift Community Alliance's human resources efforts to maintain a positive culture and comply with human resources regulations.

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Human Resources Committee, attend meetings and submit reports to the President.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the President.
- Prepare and submit a year-end report as directed by the President.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Ensure compliance with state and federal HR regulations and Uplift Community Alliance bylaws, standing rules and policies.

2. Maintain confidentiality.

3. Serve as a point of contact for members and paid staff to discuss human resources issues. Assist in dispute resolution between members and/or paid staff.

4. Recommend human resources actions to President to maintain a positive and constructive culture.

5. Select committee members to facilitate recruitment and screening of paid staff.

6. Establish and manage a schedule or calendar for paid staff pay increases and performance evaluation reviews. Assist with performance evaluation criteria and counseling or disciplinary action.

7. Recommend pay adjustments and benefits after assessing market conditions.

8. Collaborate with the Uplift Thrift Chair, Thrift Shop Manager, and Uplift School Kids Chair on member and employee relations and pay issues as needed.

9. Ensure the Assistant Treasurer responsible for payroll input is notified of any paid staff pay or job title adjustments.

Competencies

Microsoft Word, Excel
Master Data File proficiency
Knowledge of Human Resources laws and standards
Digital and electronic communication
Successful Background Check