

Pentacle Theatre Committee Charter	Human Resources Committee
Approved by: 2018 Governing Board, David Ballantyne, President	Effective Date: November 27, 2018

Purpose

The purpose of the committee is to provide direction for employee policies, job descriptions, compensation and benefits, legal compliance and evaluation.

Membership

The human resources committee is a standing committee reporting to the governing board to consist of no more than five people: the current board president, the immediate past Governing Board President, one board member chosen by Pentacle Theatre staff, one at-large board member and one Pentacle Theatre member who is not a member of the board (appointed by the Governing Board President).

Committee Charge

The human resources committee is charged with:

- Drafting and revising personnel policies for board approval.
- Reviewing and revising the employee handbook that describes the theater’s personnel policies and procedures.
- Reviewing job descriptions for all staff.
- Establishing a salary structure.
- Reviewing staff salaries and benefits.
- Preparing recruitment materials (job announcements, job applications and interview questions) when vacancies occur in the executive director and production director positions.
- Performing annual evaluations of the executive director for the board’s approval.
 - The board president and one other member of the committee will deliver board-approved evaluations to the executive director.
- Appointing a search committee for the positions of executive director and technical director when vacancies occur.
- Developing criteria and materials for the mandatory yearly evaluation of the executive director.
- Receiving, evaluating and resolving employee grievances. The board must approve any action(s). (See [Workplace Harassment Policy](#)).