



MCA PERSONNEL COMMITTEE CHARTER

The personnel Committee of the Meadows Community Association shall be comprised of a Chairperson and two members appointed by the Chair, all of whom are members of the MCA Board of Directors, and the MCA Manager. The duties of the Personnel Committee shall include but are not limited to the following:

- Provide counsel to the MCA Manager as requested on personnel matters.
- Establish an employee handbook for the employees of the Meadows Community Association.
- Establish a review format for the Manager of the Meadows Community Association to be conducted annually by the Chairperson of the Board of Directors with input from the Board as a whole.
- Review the pay structure of the Manager of the Meadows Community Association compared to similar positions in the community.
- Establish a review format for the employees of the Meadows Community Association to be conducted annually by the Manager of the Meadows Community Association. All wage increases must be accompanied by an evaluation review.
- Review all circumstances or events that could result in legal action under federal or state statutes.
- Review and approve all requests for additional staffing, promotions and changes in employment status.
- Review the annual budget for general and merit increases.
- Ensure that a job description is developed for each employee.
- Perform related tasks as may be requested by the Board of Directors