



Human Resources Committee Charter

The Human Resources Committee is a Standing Committee of the Board of Directors of the Food Bank of Northern Nevada.

Purpose:

- Provide guidance and support to the organization regarding human resources policies and practices, compensation and employee benefits, and best practices in creating an attractive environment for current and prospective employees.
- Ensure organization as an employer is compliant with local, state and federal laws.

Composition:

The Committee should consist of:

- Committee Chair
- At least four other members of the Board of Directors

The Committee will be staffed by the CEO and the Human Resources staff.

Meetings:

The Committee shall meet annually in November.

Duties and Responsibilities:

The Committee serves as directed by and at the discretion of the Board of Directors. Under no circumstances may the Committee act outside the Board's direction, in accordance with the Corporation's Bylaws. The Committee will carry out the following duties and responsibilities:

- Ensure that appropriate Human Resources governing policies are in place and are reviewed annually.
- Review of benefits (including health insurance, 403B plans, and fringe benefits) and recommend any changes to Board for consideration and through the annual budget process.
- Review comparative market data, performance assessments and other relevant information in order to provide input to the CEO on compensation decisions pertaining to highly compensated employees (employees earning a base salary of \$100,000 or more) biannually.
- Review annual Employee Engagement Survey results and work with administration on plan to address areas identified as opportunities for improvement.
- Review the organization's staffing and compensation structure with the CEO and Human Resources Staff to ensure that the staffing models meeting organizational and strategic objectives.
- Committee may hold ad-hoc meetings as necessary.