

**Human Resources (HR) Committee:** The HR Committee oversees employees and creates policies to help UVVHFH function smoothly. The HR Committee is currently recruiting general members. Meetings are the first Thursday of every month at 7:00pm on Zoom.

The HR Committee:

- Completes yearly performance review of the Executive Director and assists in the performance reviews of other staff
- Determines yearly pay adjustments as appropriate
- Reviews and updates current policies; creates new policies when needed
- Participates in the hire of new staff through job description writing, interviewing, and reference checks
- Reviews and approves Executive Director timesheets, leave requests, business travel requests, and business meal requests

HR Committee volunteers do not need to have any experience. Volunteers are expected to:

- Attend and participate in monthly meetings (1 hour per month)
- Volunteer to take on projects that the HR Committee needs completed; works on projects independently between monthly meetings (Typically 1-3 hours per month)
- Act as an ambassador and advocate in the community for Habitat and affordable housing
- Have a desire to serve the community and a willingness to learn and share their skills
- Are compassionate, fair and have good communication skills
- Are able to work with people of all backgrounds.
- Are committed to the mission of UVVHFH: Our mission is to build affordable, durable, safe, healthy, economical, and energy-efficient homes; strengthen and enrich communities; and increase long-term hope, prosperity, health, and the lives of families and individuals in the Upper Valley of Vermont and New Hampshire through the stability of affordable homeownership.

Benefits of serving on the HR Committee:

- Being personally rewarded by giving back to the community
- The satisfaction of knowing you helped provide affordable, secure, safe, and permanent housing to both individuals and families seeking to own their own home, and the ripple effect that stable housing will have for them and future generations.
- A seat on the committee that is closest to the people our organization serves and an opportunity to positively impact the lives of both our homeowners and prospective homeowners.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references
- Learning and practicing skills related to meeting organization, volunteer coordination, communications, and community support
- Getting a chance to work on both individual and group projects
- Seeing direct results of hard work and dedication