

DRAFT AGENDA  
PNB Personnel Committee  
July 25, 2012

1. Call to order and roll call (1 min.)
2. Approval of agenda (3 min.)
3. New Business
  - a. Timeline and Logistics of Job Searches (20 min.)
  - b. Job Descriptions for ED and CFO (50 min.)
4. Set next meeting dates (5 min.)
5. Review action items (6 min.)
6. Adjourn

PNB Personnel Committee Purpose

The PNB Personnel Committee shall create and distribute the performance evaluation forms and facilitate the subsequent evaluation processes of the Foundation's Executive Director and Chief Financial Officer and make recommendations to the Board with regard to their job descriptions, employment contracts, compensation, retention and separation from employment. With the aim of increasing equity and uniformity among persons doing similar work throughout the Foundation, the Committee's responsibilities, subject to PNB approval, shall include, but are not limited to, the review of the General Manager and Interim General Manager hire processes as well as the PD and interim PD hire processes, the Pacifica Foundation Employment Manual, organizational charts, paid and unpaid staff issues and any policies and processes regarding other personnel matters.