



**Repairers  
of the Breach**

## **Human Resource**

### **Board Member**

**RESPONSIBILITY:** To ensure that the Board fulfills its responsibilities for the organization's employees.

#### **DUTIES:**

- Be knowledgeable of employee benefits and services.
- Work in conjunction with the Executive Director in coordinating and managing the organization's workforce.
- Provide channels of communication between the organization's management and the employees.
- Assess, develop, implement, and review HR policies and procedures. Update as needed.
- Advise manager on organizational policies (regarding complaints, concerns, disciplinary procedures, and so on).
- Oversee the organization's recruitment, interview, selection, and hiring processes.
- Oversee succession planning in the organization.

#### **REQUIREMENTS:**

- Familiarity with generally accepted human resource practices.
- Ability to work as a member of a team.
- Ability to work effectively with designated staff representative(s).
- Support annual fundraising efforts with a personal financial contribution.