

**Human Resources** – Provides knowledge & support to the Director and act as a chair on the Human Resource Committee. Handles concerns that affect the whole organization – Policy support.

Responsibilities:

- Ensures open communication between the staff if concerns are not addressed by the director.
- Reviews job descriptions as needed.
- Performs exit interviews with staff.
- Fulfills any other requirement of the Chair if needed.
- Eligible to vote and provide motions.

Qualifications:

- Strong oral and written communication skills
- Organizational skills
- Preferred one year experience on the board of directors.