

The proposal before the Board is to create a Human Resources Committee. If the Board approves in concept the creation of the Committee, the Board will consider and act on a proposed charter for the Committee at a subsequent Board meeting.

Human Resources Committees are a common feature of both nonprofit and for-profit corporations. Tahoe Donner does not have a Human Resources Committee. Tahoe Donner had an Employee Recruitment and Retention Committee, but it became inactive sometime around 2008.

The intent of the proposal is to establish a Committee that will review Tahoe Donner's compensation and benefits policies, including the incentive plans. In reviewing such compensation and benefits policies, the Human Resources Committee may consider the recruitment, development, promotion, retention and compensation of employees and any other factors that it deems appropriate. The Committee will also follow up on issues related to the recently-completed compensation study. The Committee will report the results of its reviews to the Board.

# **TAHOE DONNER ASSOCIATION**

## **EMPLOYEE RETENTION & RECRUITMENT COMMITTEE CHARTER**

### **STATEMENT OF PURPOSE**

Current economic trends in the Truckee region have resulted in fierce competition within the local labor market. The Board of Directors of Tahoe Donner Association has determined it to be in the best interests of the Association to establish a standing advisory body to research what factors are at play in this competition, to analyze what steps the Association could take to maintain, while striving to improve, its position in the labor market, and to recommend initiatives to the Board that will better enable the Association to retain its qualified employees and to recruit desirable candidates for its employ. This body shall be known as the Tahoe Donner Association Employee Retention & Recruitment Committee.

This committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose. While the wage ranges applicable to specific positions and the benefits provided to classes of employees are relevant to the committee's purpose, out of respect for their privacy and for the Association's management structure, examination of the terms of individual employees' employment relationships with the Association shall be regarded as outside of the scope of this committee's purpose.

### **COMMITTEE MEMBERSHIP: QUALIFICATIONS & APPOINTMENT**

Tahoe Donner Association members in good standing, who possess substantial knowledge or experience in the personnel/human resources field, and who do not present a conflict of interest should they be appointed to this committee, are eligible for appointment.

If a sufficient number of qualified members volunteer for appointment, five Association members shall be appointed to serve on the committee as regular, voting members. Along with these Association members, the Association's Human Resources Manager, Controller, Association Counsel/Asst. General Manager, and General Manager shall serve as ex officio, non-voting members. Other than when the Board finds an exception appropriate, committee members shall be appointed for a finite term of two years (subject to reappointment) with said terms being staggered where practicable in order to promote continuity within the committee; unless no other committee members are willing to assume the duties of the chair, committee members may only serve as the committee's chairperson for a period of one continuous year; co-owners of a property and/or spouses shall not be eligible to serve simultaneously on the committee; and, immediate family members of current board members shall not be eligible to serve on the committee. The structure and management of this committee shall be governed by the Association's Committee Policy, as set forth in Resolution 2005-8 or pursuant to subsequent Board action.

**MEETINGS**

The frequency of committee meetings shall be at the discretion of the committee's chair, unless otherwise directed by the Board. Attendance at such meetings shall be open to all Association members. Summaries of the discussions, along with a record of decisions made, shall be maintained and provided to the Board. Decisions of the committee shall be reached through agreement of a majority of the Association-members serving on the committee.

**AMENDMENTS TO AND TERM OF CHARTER**

As a standing committee of the Association, this committee shall remain in existence until dismissed by the Board. This committee's charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board.

January 21, 2006

**TAHOE DONNER ASSOCIATION  
EMPLOYEE RECRUITMENT AND RETENTION COMMITTEE  
CHARTER**

**STATEMENT OF PURPOSE**

Pursuant to the powers vested in the Board of Directors (BOD) by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of the TAHOE DONNER ASSOCIATION (TDA), a California nonprofit mutual benefit corporation, the BOD has resolved to establish a standing committee:

- a. To research what factors are at play in the local labor market;
- b. To analyze what steps the Association could take to maintain, while striving to improve, its position in the local labor market; and
- c. To recommend initiatives to the BOD that enables the Association to retain its qualified employees and recruit desirable candidates for employment.

This standing committee shall be known as the Tahoe Donner Association Employee Recruitment and Retention Committee (ERRC).

**AUTHORITY**

The ERRC is established under the provisions of:

- a. Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- b. Resolution 2005-8, Committee Policy, Tahoe Donner Association Board of Directors, September 15, 2005.
- c. ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association.

The Committee shall have no authority to act on behalf of the Association, other than formulate and present recommendations to the BOD related to its stated purpose. While the wage ranges applicable to specific positions and the benefits provided to classes of employees are relevant to the Committee's purpose, out of respect for their privacy and for the Association's management structure, examination of the terms of employees' employment relationships with the Association shall be regarded as outside of the scope of the Committee's purpose.

**ORGANIZATION, TERMS AND PROCEDURES OF APPOINTMENT**

- a. The Committee shall consist of five (5) Association Members who shall be appointed to serve on the Committee as regular, voting members. Additionally, the Human Resources/Risk Manager (Staff Liaison) and General Manager shall serve as ex officio, non-voting members.
- b. There may also be three (3) property owners who serve as alternate, non-voting members. Alternate Members are encouraged to attend all meetings, participate in all Committee discussions, but may only vote if needed to reach a quorum for the Meeting.
- c. Additionally, Employee Associates may serve as ex officio, non-voting members in support of the activities of the Committee. The presence of employees gives them a chance to become familiar with the functions of the ERRC, an opportunity to provide input to projects that affect employees, and ensure that employees have a voice in actions that ultimately affect recruitment and retention policies. The method of choosing and changing these Members will be at the discretion of the Staff Liaison and Chairperson.

d. Other than when the BOD finds an exception appropriate, Regular and Alternate Members shall be appointed for a finite term of two years (subject to reappointment) with said terms being staggered where practicable in order to promote continuity within the Committee.

e. The Committee shall elect, from its membership, its own Chairperson who will serve for a period of one continuous year. If no other Committee members are willing to assume the duties of the Chair, the incumbent Chairperson may be reappointed by the BOD.

f. Co-owners of a property and/or spouses shall not be eligible to serve simultaneously on the Committee.

g. The structure and management of this Committee shall be governed by the Association's Committee Policy, as set forth in Resolution 2005-8 or pursuant to subsequent BOD action.

### **QUALIFICATIONS AND APPOINTMENT PROCEDURES**

a. Any member of the Tahoe Donner Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the ERRC. Members who possess strong personnel or human resource management background or experience will be given preference in appointment to the Committee. The BOD must ratify all appointees to the Committee.

b. All prospective new committee members wishing to be appointed, and current Committee Members desiring reappointment, shall submit to the Executive Secretary a written request stating their interest in serving on the ERRC; all such requests shall be forwarded to the BOD. Initial appointments shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointments.

c. Committee Members are expected to become familiar with the Tahoe Donner Association governing documents, the organizational goals and objectives, all rules and outstanding policies adopted as provided in the for going documents.

### **COMMITTEE ADMINISTRATION**

a. **Meetings:** ERRC meetings shall be at the discretion of the Committee Chairperson, unless otherwise directed by the BOD. Normally, meetings shall be held monthly; however, meetings can be held as infrequently as every three months if the Committee's business does not justify more frequent meetings. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse Bulletin Board; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee Members are expected to attend scheduled meetings on a regular basis. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the BOD. Decisions of the Committee shall be reached through agreement by a majority of the Regular Members, or Alternates serving on the Committee.

b. **Quorum requirements:** A quorum of at least three (3) members (regulars or alternates) shall be required to conduct business.

**c. Reporting requirements:**

1. The Chairperson, or a duly appointed representative, shall report periodically to the BOD, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination.

2. November 1<sup>st</sup>: The Committee Chairperson submits to the Executive Secretary a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The BOD reviews the request in November and will take action in December.

3. January: The Committee shall establish its meeting calendar and elect a Chairperson for the upcoming year. Should no Members wish to assume the duties of Chairperson, and the current Chairperson is willing to continue in that role, the current chair may continue in that capacity for the new year. The Committee Chairperson will submit a report to the Executive Secretary indicating meeting calendar and elected chairperson.

4. January: The Committee Chairperson will submit to the BOD a general work plan for the next year. The work plan will indicate a month-by-month expectation for progress in specific activities so that the BOD may anticipate future actions it will be expected to take.

5. Vacancies: The Committee Chairperson shall advise the Executive Secretary of any membership changes that either occurred or are anticipated. The Executive Secretary shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

d. **Committee Support:** The Chairperson will direct requests for statistical data or any other type of information needed for the work of the Committee to the Staff Liaison assigned by the General Manager who functions as a Member of the Committee.

**AMENDMENTS TO AND TERM OF CHARTER**

As a standing committee of the Association, this Committee shall remain in existence until dismissed by the BOD. The Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the BOD.

Revised: \_\_\_\_\_

Reconfirmed: \_\_\_\_\_