

HR & Personnel Management

This page covers staff management, outside consultants, and volunteer administration. Much of this is non-IT operational information.

Items marked **TODO** need information from someone with direct knowledge (e.g., Jim Stewart, current President, or office manager).

Staff Management

Current Staff

TODO: List current office staff positions and names (e.g., Office Manager, Administrative Assistant).

Evaluation & Compensation

Who gives yearly evaluations?	TODO: (President? Executive Committee? Office manager for junior staff?)
Who sets salaries?	TODO: (Board approval required? Budget process?)
Where are salary and benefits records?	TODO: (Gusto? QuickBooks? Paper files?)

Hiring

Who hires new staff?	TODO: (President? Executive Committee? Board vote?)
What is the hiring process?	TODO: (Job posting, interviews, background check, Board approval?)

Work Priorities & Training

Who assigns work priorities?	TODO: (President? Office manager self-directs?)
Who trains new staff?	TODO: (Outgoing staff? Office manager? Written procedures?)
President's specific role	TODO: Does the President have a defined role in day-to-day staff management, or is it delegated?

Outside Consultants

TODO: Document each outside consultant or contracted service provider.

Legal Counsel

Firm / attorney name	TODO
Compensation	TODO: Hourly, per project, or retainer?
Who oversees / approves work?	TODO: (President? Board?)
Who manages expenditure rate?	TODO

Web Consultant

Consultant name / firm	TODO
Compensation	TODO: Hourly, per project, or retainer?
Who oversees / approves work?	TODO
Scope of work	TODO: Website maintenance? Design? Both?

Other Consultants

TODO: Are there other outside consultants (accounting/audit, landscaping, etc.)? List them here.

Volunteer Management

Adding Volunteers to Committees

Who appoints committee members?	TODO: President? Committee chair? Both? (Refer to SHHA Bylaws for the formal process.)
Process	TODO: Document the step-by-step process for adding a new volunteer (nomination → approval → IT setup)
IT setup when adding	Committee chair notifies office staff → staff sends Microsoft invitation → volunteer accepts → staff adds to mailing list. See the <i>Quick Start for New Volunteers</i> page.

Removing Volunteers from Committees

Process	TODO: Who initiates removal? (Chair? Volunteer self-removal? Board?)
IT cleanup	Office staff removes from mailing list; IT removes SharePoint and mailbox access if applicable.

Replacing a Committee Chair

Process	TODO: (Refer to Bylaws — link needed.) Who nominates the new chair? Board approval required?
IT transition	Shared role mailbox access is transferred (revoke outgoing, grant incoming). See the FAQ section on email transitions.

Insurance

E&O (Errors & Omissions) insurance	TODO: Do we have E&O coverage? What does it cover? Policy details?
General liability insurance	TODO: Coverage details? Does it extend to volunteers?
D&O (Directors & Officers)	TODO: Do we have D&O insurance?
Cyber liability	TODO: Do we have cyber liability coverage?
Insurance broker / carrier	TODO: Company name and contact

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