



**Chapter Presidents: Please print a copy and share with your officers and committee chairmen.**

Greetings from the Personnel Chairman NAME Mrs. Kelly Broadus

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Best time to reach me: morning or evening

Best way to reach me: Cell phone or email

I am the new Personnel Committee Chairman. This committee is responsible for supporting the state employees. We seek feedback from chapters regarding the performance of state personnel, and share these job reviews with the employees. The Personnel Committee makes recommendations concerning personnel policies. When a vacant position occurs, we post job openings, conduct interviews, and recommend a candidate to the State President to be voted up on by the State Executive Committee.

### My Goals

1. In regard to the newly created position of State Treasurer, write a job description, post the opening, conduct candidate screenings, and recommend a candidate for employment to State President Joanne Davis.
2. Support state personnel needs. Following the hiring of a State Treasurer, maintain consistent communication during the transition.
3. Conduct evaluations of state personnel and review performance.

If you need help or wish an answer to a question, please contact the above chairman for advice or answers anytime during the year.

If you have suggestions or ideas that the personnel committee might implement, please submit them to the chairman named above.