



HMC Management

Charter of the HMC Management Policy Review Committee

May 12, 2018

HMC Management Policy Review Committee is a permanent standing committee consisting of five or more HMC members in good standing. The size of the committee will vary depending on the amount of work it confronts.

Mission: To make recommendations to create policy where there is none and review and update policies that have not been reviewed in three or more years, or as needed.

The charter of this committee is to:

1. Communicate with the HMC Management Board, HMC Management staff, other HMC committees, organizations, and HMC members, the committee's plans and projects in order to gather guidance, support and/or assistance (volunteer or otherwise) as needed.
2. Creation of a Human Resources policy and manual which will be required to have legal review to ensure it is compliant with current employment law.
3. Creation of job descriptions and pay-bands for each position.
4. Creation of annual employee performance reviews including salary administration.
5. Review and propose updates of all policies with regard HMC excluding those required by law, Federal documents, financial documents, founding documents and articles. Legal review where requested by the Board.
6. Determination of retention policy for past HMC policies excluding those required by law, Federal documents, financial documents, founding documents and articles.

In carrying out its duties, Policy Committee shall coordinate its activities with the Island Manager, other HMC staff, HMC committees, and HMC members, as appropriate.

Adopted: May 12, 2018 Michael A. Graham
President, HMC Board