

**GENERAL SERVICE ASSOCIATION OF ABA**  
**Terms of Reference**  
**GENERAL SERVICE OFFICE AND PERSONNEL COMMITTEE**

**PURPOSE:** To respond to the direction of the Board in all matters pertaining to the operation of the General Service Office and the employment of special workers required by the General Service Association.

**MEMBERSHIP:** Committee membership will include at least one member of the Board of Directors, a Chair appointed by the Board, and other members as determined by the Chair.

**OPERATION:** Meetings will be held at the call of the Chair. Minutes will be kept and will be available for Board review. Decisions will be made by consensus, and if consensus cannot be reached on a given issue, it will be brought to the Board. All major issues, particularly those involving financial decisions, will be brought to the Board for discussion and decision. The Chair or her/his designate will report verbally to the Board at every meeting. The Chair will prepare a written report for the Annual General Meeting.

**DUTIES:** This Committee will carry out the following activities:

1. Prepare job descriptions for all employed positions as specified by the Board
2. Advertise for such positions, review all resumés submitted, interview applicants, check references, decide on the candidate(s) best suited for the position(s)
3. Bring to the Board its recommendations regarding hiring or terminating specific employees
4. Make recommendations to the Board regarding salaries, merit increases, and bonuses
5. Act as liaison between the Board and its employees
6. Monitor the performance of all employees on a regular basis
7. Act for the Board as its first point of communication in the matter of employee grievances.
8. Act for the Board as its first point of communication regarding any matters pertaining to the operation of the General Service Office.

**REMUNERATION:** Committee members receive no remuneration for their work, but will be reimbursed by the Treasurer for all reasonable, pre-approved out-of-pocket expenses incurred in carrying out their duties.

*Date approved by Board: 27 June 2007*  
*Reviewed: 22 Feb 2011*  
*Revised: 22 Feb 2011*