

Personnel Committee Report
January 2025
Committee Chair, Christina Wells

We reviewed and updated the duties and responsibilities of the Office Manager

Some changes are being considered regarding Accounting and Bookkeeping. These would see the Office Manager taking on the day to day bookkeeping responsibilities with an Accountant or Bookkeeper being financially employed to do the year end responsibilities. If you know of anyone who might act as this Accountant or Bookkeeper who would be willing to take this position please contact the Office Manager.

We are now working on building a set of outlines of the responsibilities of Board Directors and Executive Board members, President, Vice President, Secretary, Treasurer, to be posted on our website. The belief is twofold.

1. Persons volunteering for these positions will have a clear outline of their responsibilities
2. With clear definition of what each position entails people would feel more willing to volunteer