

ABA GSO and PERSONNEL COMMITTEE
BOARD MEETING REPORT

Date: 16 February	Report by: Kheri
Chair: Open	Committee members: Kathryn
	Date of next committee meeting: 06 March 2025

Questions for the board:

1.

Job Description Update

→ What has been achieved

- The committee looked at the job description and went through it to update it to accurately reflect what the Operations Manager actually does
- Christina (former Chair) and Kheri discussed tasks and duties and edited the job description
-

→ What remains to be done

- The job description will always be fluid as the organization changes and grows so this document will need to be reviewed on a regular basis
- There is a possibility of having the Operations Manager take over the basic bookkeeping so this would require another update
- T

→ Questions for the board

- None