

## Team Volunteer Descriptions

### **Team Name: Personnel Team**

**Description:** The Personal Team works with the Senior Leader, on personnel policies for WES staff.

### **This team is important to WES because:**

The Senior Leader benefits from additional opinions on HR issues. In addition, members of the community may have expertise in areas that add to the skill set of the Senior Leader.

**Volunteer Title:** Member

### **General Responsibilities of Volunteer:**

- Provide advice upon request to Senior Leader regarding HR issues, including hiring, termination, benefit structure and other issues

### **General Time Requirement**

As needed. Unless there is a specific project (e.g., reviewing employee handbook, advising on changes in benefits), about 1–2 hours per quarter. For specific projects, time can be highly variable. Generally there is no more than 1 project per year. The majority of work is done by teleconference.

### **Knowledge, talents, or aptitudes helpful in this volunteer role:**

Knowledge of the human resources area and employment benefits

### **Length of Commitment or Term:**

One year, renewable.

### **Benefits of serving in this volunteer role:**

- Give back to the WES community
- Gain broader experience and perspective in the HR area

### **How to join this team:**

Contact Amanda Poppei at [amandap@ethicalsociety.org](mailto:amandap@ethicalsociety.org)

**Date Created: 1/2017**