

Chapter 12 -Section 12.01

Administrative/Personnel Committee

The Rotonda West Association is authorized by Florida Statutes 720 and 617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the over-all operations of the Association.

The Administration and Personnel Committee is hereby authorized as a Non-required Operating Standing Committee according to the Rotonda West Association's Policy for Committees, Section 12.0 to carry out the purposes stated in the Charter below. The committee is also authorized to make recommendations to the Board of Directors as may be necessary to advance the interests of the RWA. The Board has the option to modify the Charter at any time.

Charter: the Administration and Personnel Committee's mission is limited to items 12.02 through 12.05.

12.01.01 Committee Make Up

12.01.02 Employee Manual

12.01.03 Salary Guidelines

12.01.04 Employee Increases

12.01.05 Managers Contract

PROCEDURES

12.01.01 Committee Make Up

The members of the Administration and Personnel Committee shall consist of The President, First Vice-President and Second Vice-President.

12.01.02 Employee Manual

The Committee will have the responsibility to assure the employee manual is current and up to date. The manual shall be reviewed yearly.

12.01.03 Salary Guidelines

The committee shall do a yearly review of the guidelines.

12.01.04 Employee Increases

Yearly the committee will meet with the manager to discuss funds, if any, available for increases. Yearly increases will take effect on April 1st.

12.01.05 Manager's Contract

The committee shall yearly review the manager's contract and submit to the Board of Directors recommended changes.

Committee Authorization Resolution Follows.

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