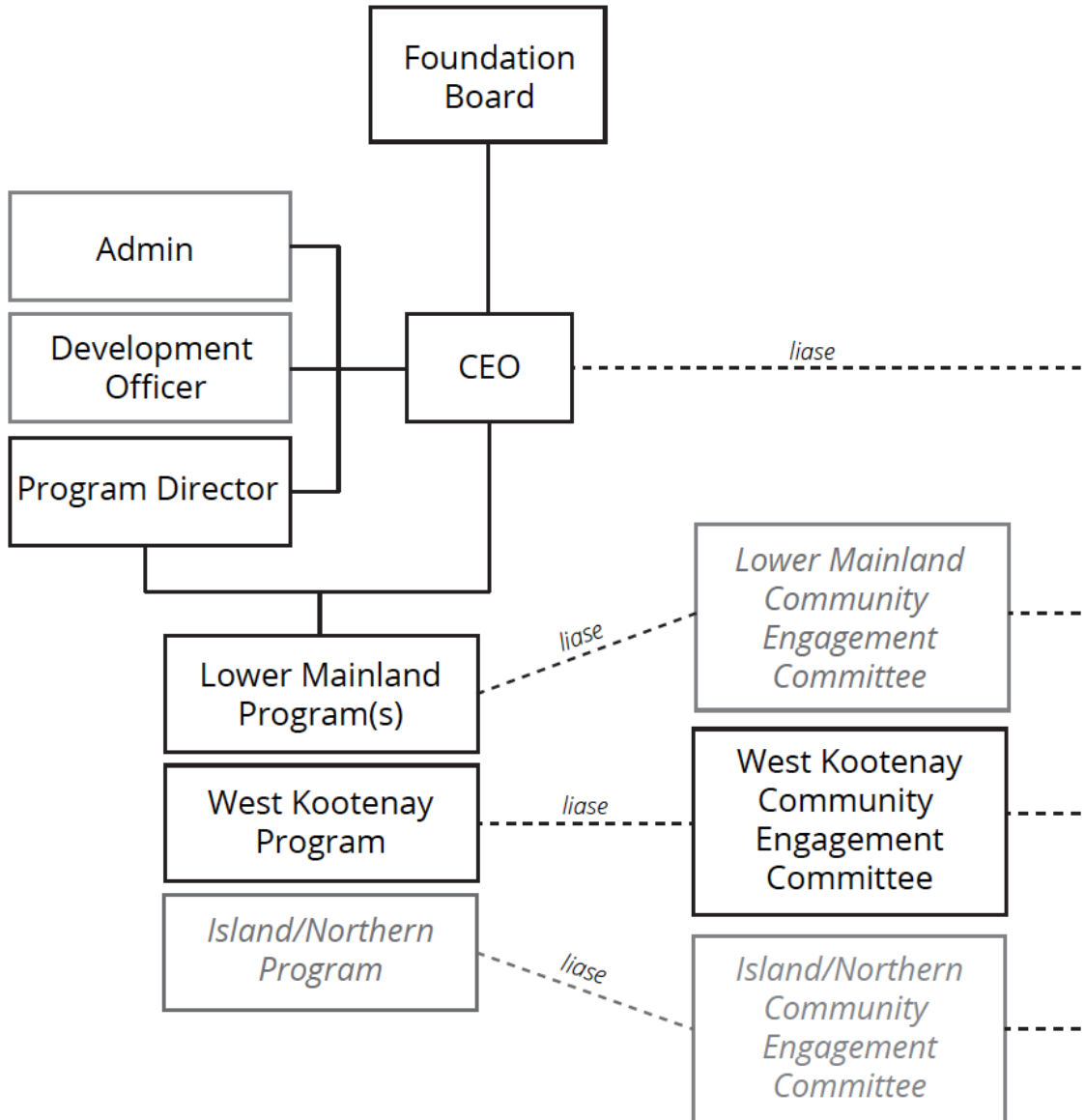




F2-1 HUMAN RESOURCES

REPORTING STRUCTURE



HIRING AND DISMISSAL

Hiring and dismissal of staff / contractors will be recommended by the CEO to the HR/Governance Committee and approved by the Board of Directors. Unless the position in question is that of CEO, the CEO will be a member of this committee.



SALARIES AND REVIEWS

The HR/Governance Committee is responsible to ensure that all staff / contractors receive fair compensation for their contribution. A process to evaluate compensation will occur every three years and review compensation levels against peer groups. This will result in a salary grid that extends 10 years to ensure that all contractors are clear about current and future salary and benefits.

The performance appraisal includes the following components:

- (a) A performance commitment to set goals and align expectations with regard to what is to be achieved and how it will be accomplished;
- (b) An annual review; and
- (c) A competency evaluation.

Additional tools and process may be applied as required.

EMERGENCY CEO SUCCESSION PLANNING

In order to protect the board from sudden loss of CEO services, the following must be in place:

- (a) One board member must be familiar with the CEO role, procedures and primary duties, as well as know where to find all documents and retrieve information from the donor database;
- (b) The Contingency Plan document must be completed/updated annually;
- (c) A detailed job description must be completed and accessible;
- (d) The HR/Governance Committee will be responsible for bringing in a new CEO, with the option of hiring an Interim CEO to ensure the proper process for hiring. In the event the CEO is no longer able to serve in this position, the HR/Governance Committee of the shall do the following:
 - i) Assign one Director as an interim contact;
 - ii) Within 10 business days the HR/Governance Committee will have a position description available for Directors to distribute to their networks and to post;



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- iii) Communicate with key stakeholders regarding the change in leadership;
- iv) Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process; and
- v) Establish a time frame and plan for the recruitment and selection process.