

PURPOSE AND SCOPE

This committee is appointed as a standing personnel committee for both the Alabama State bar and the Alabama State Bar Foundation.

The purpose of this standing committee is to provide oversight for the Board of Bar Commissioners concerning all personnel matters for both the Alabama State Bar and the Alabama State Bar Foundation. The scope of the committee's oversight shall include all personnel matters necessary for the functioning of any department of the bar or foundation. The determination as to whether any particular personnel matter should be brought to the committee shall be made by the president of the bar upon the advice and recommendation of one or more of the Alabama State Bar Executive Director, General Counsel, or Director of Personnel and Operations.

For 2019-2020, the committee is also tasked with reviewing job descriptions for the Alabama State Bar and the Alabama State Bar Foundation personnel and recommending changes. In addition, the committee shall evaluate and make recommendations for salary ranges for each position. The committee shall also review the personnel manual and make recommendations for any changes that need to be made.

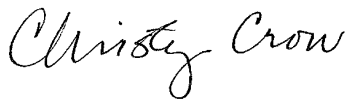
The terms of service on this committee shall be as follows:

The president of the bar shall serve during the year in which he or she holds the office of president. Thereafter, he or she shall serve for the year during which he or she holds the office of immediate past president and for one year thereafter. The president-elect will serve during his or her term as president-elect and thereafter for the terms set out for the president and the immediate past president. The vice president will serve during his or her term as vice president and for one year thereafter. The other members appointed to this committee shall be named and shall serve at the discretion of the president.

The committee shall elect from its membership a secretary who shall be responsible for a written record of its actions. The secretary, or a designee, shall keep minutes of all meetings of the committee, or of a subcommittee. The original of the minutes shall be filed with the Alabama State Bar within 14 days after the meetings to be made a part of the committee's permanent file, or in the file of a bar or foundation employee, as appropriate. The committee may divide itself into such subcommittees as may be necessary to effectively carry out its functions. The chairperson shall appoint a sub-chair for any subcommittee.

The Alabama State Bar, through its designated staff liaisons, will assist the committee in carrying out its purpose.

Done this 13th day of September, 2019.



Christy Crow, President
Alabama State Bar