

TERMS OF REFERENCE  
GESSTWOOD CAMP & RETREAT CENTRE

- Name: **Personnel Team**
- Reporting to: Management Team
- Purpose: **To work with the Executive Director regarding hiring and employment practices. To be part of the interview process for hiring summer staff. To recommend to the Management Team fair wages and benefits for all paid staff.**
- Description: Chairperson – 2 year term with renewable one additional year.  
3 – 5 members (staggered terms)  
(3 year term with renewal 3 years. After one year off the board individuals can serve on another team).
- Duties: Works with the Executive Director to
- Set the annual budget
  - Assist with the hiring of all staff and develop the staff application form
  - Be aware of and set policy for any standards that affect staff (e.g. sexual abuse policy).
  - Support the Executive Director in any staff issues