

DEPARTMENT PERSONNEL CHAIRMAN'S INSTRUCTIONS

Reviewed and Revised January 2025

Section I – General Information

1. **All Officers are required to read and comply with the ALL SEC DEPARTMENT OFFICERS, CHAIRMEN & REPRESENTATIVES GENERAL INSTRUCTIONS.**
2. The Personnel Committee shall be comprised of five (5) Immediate Past Department Presidents (IPDPs). The Chairman shall be the most senior ranking IPDP. After serving a year, the IPDP Chairman will be removed and the newest ranking IPDP will be added as a new member. The next most senior IPDP then becomes Chairman to this Committee for a one-year term
3. If an IPDP in the line of succession declines to join the committee, the outgoing and incoming Chairmen will identify a successor from the pool of PDPs and the committee will vote to decide on recommended additions to the committee for SEC approval.
4. The Personnel Committee is responsible for hiring and assessing the work performance of all employed and/or contracted staff and assisting the Department President with oversight of all Department Officers and Chairmen.
5. The Personnel Committee will periodically review Statement of Work Contracts, Work Instructions Job Aids and job performance for the Executive Secretary and, if needed, revise same in conjunction with the Department President and Department Parliamentarian.
6. If a contracted and/or employed position becomes vacant for any reason, the Personnel Committee will initiate a search to hire a new contracted and/or employed staff person.
7. There shall be a complete list of equipment and items which belong to the Department in your file. The equipment list should show the serial numbers for insurance purposes.