

CYM Office Review Committee (based in Ottawa)

Terms of Reference

Overview: The Office Review Committee helps ensure that the work of the clerks and the work of the office are coordinated and efficient. It functions as the Employing Committee for the Office Administrator and the Bookkeeper.

Includes:

- o Clerks of CYM
- o Local representative appointed by CYM Nominating Committee for renewable 3-year term on recommendation of Ottawa Monthly Meeting
- o Office Administrator
- o Clerk of Finance or Treasurer or Bookkeeper as needed

Meets about every 6 weeks by teleconference with members at distance.

Tasks:

- o Review office work accomplished
- o Communicate over nature and timing of clerks' duties (e.g., annual fund-raising letter, clerk's welcome for Yearly Meeting insert, etc.)
- o Keep informed and provide feedback; troubleshoot problems

Employing Committee responsibilities

- o review time on the job and where (e.g., when in office and when at home)
- o keep track of holidays and time off
- o local member attends Personnel Policy Committee meeting in spring.
- o do staff performance reviews every 3 years; Bookkeeper performance review is done in collaboration with Treasurer
- o hold personnel and other confidential documents in locked box / access by CYM designated agent (clerk CYM, clerk CYM Trustees, local ORC rep)