



**Roadhaven Resort  
of Apache Junction**

**Human Resource Committee  
CHARTER**

The Roadhaven Human Resource Committee is established as a standing committee in accordance with the By-Laws of the Roadhaven Homeowners Association.

**Purpose of Human Resource Committee:**

- Partner with the Roadhaven management to support and foster a working environment that attracts and inspires excellence in Roadhaven employees.
- Our focus is on development and maintenance of policy, procedures and related documents to aide in recruitment, hiring and retention of a diverse, qualified workforce.

**Duties of Human Resource Committee:**

- Advise the Board of Directors, General Manager and Supervisors regarding Human Resource Management policies and procedures.
- Assist in the investigation of employee complaints and prepare recommendations on resolution of complaints, as requested by the Board of Directors and/or General Manager.
- Provide subject matter expertise on Human Resource Management issues as requested by the Board of Directors and/or General Manager.

**Committee Member Selection and Qualifications:**

- The Roadhaven HOA Board shall appoint the chairperson for a three-year term. This term may be extended under the direction of the HOA Board.
- The Human Resource chairperson shall select up to five qualified committee member(s). There will be no term limit for committee members. The General Manager will serve as a committee member and will serve without term limits. The Chairperson may invite advisors to join the committee as deemed necessary and utilize technical consultants as needed. Committee Members and the General Manager will have voting privileges.
- The HOA Board President will be the Board liaison and will not have voting privileges.
- In order to be deemed qualified, Committee Members must be:
  - A Roadhaven Homeowner
  - Experienced in Human Resources and/or business practices
- The Chairperson shall appoint a secretary and other officers as needed.

**Confidentiality:**

- Due to the confidential nature of information available to the Committee, the Committee will hold its members to the highest standards of professionalism and confidentiality.
- Each committee member will be required to sign the Roadhaven Confidentiality Statement.


- Any breach of the confidentiality agreement will result in immediate loss of Committee membership. In addition, such Committee Member will be personally liable for any or all damages caused by the release of such information.
- Arizona Revised Statutes Section 33-1804 states, in part, all regularly scheduled committee meetings are open to the membership. **There are certain exceptions and as such the Roadhaven Resort Human Resources Committee may close any portion of its meeting if one or more of the following occur.**
  - Legal advice from an attorney for the board or the association.
  - Pending or contemplated litigation.
  - Personal, health or financial information about an individual employee of the association or an individual employee of a contractor for the association, including records of the association directly related to the personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association.
  - Matters relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.
- The Human Resource chairperson will coordinate and communicate with the HOA Board and General Manager as required. Committee members who wish to address issues with the HOA Board and/or General Manager shall present those issues to the Committee and, if agreed by the Committee, the chairperson and/or representative(s) selected by the chairperson shall present the issues to the Board and/or General Manager.
- Board or General Manager may request the Committee to interact with employees or prospective employees, as needed to complete Committee business. Such interactions should also be held confidential.
- A summary report of Committee activities will be prepared and submitted annually to the HOA.

**Operating principles:**

- The Committee shall meet on a regular basis November thru March at a time and place agreed upon by the Committee. The chairperson, as needed to address unusual circumstances, may call special and/or emergency meetings.
- The following documentation will be kept in the Roadhaven Human Resource Committee Electronic Cloud.
  - Meeting Agendas will be posted three business days before a meeting, with an exception for emergency meetings.
  - Meeting Minute draft will be posted three business days after a committee meeting.
  - A permanent copy of all approved meeting minutes will be posted three business days after approval.
  - Thorough documentation will be kept of all committee activities.
- When a member is absent, they may teleconference to join the meeting.

**Approvals:**

  
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 President, Roadhaven Board of Directors

  
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 Roadhaven General Manager

Date: 3/22/16