

Or Shalom Annual General Meeting
HR Committee Report – 2021/2022 | 5782/5733

This has been a busy year for Or Shalom’s HR committee.

During the Rabbi’s sabbatical (March-June), committee members provided personnel support to staff to assist with operations during this period of absence.

Concurrently, the recognition that Or Shalom has experienced staff retention challenges, particularly with the Program Coordinator position, was a catalyst for the committee to examine staffing needs and make improvements to our HR practices and work environment.

In the spring/summer, Emet temporarily withdrew from the Board to undertake a brief part-time HR consulting contract for us. The contract involved meetings with the HR committee, staff, and the Rabbi about workplace issues; revising staff job descriptions; and drafting an *Employee Handbook* of personnel policies and procedures. It also involved recruitment/hiring activities for the Programs, Projects & Communications Coordinator position. The revised job descriptions and *Employee Handbook* bring more clarity and consistency to our operations.

This review process also exposed significant workload increases due to growth in membership and programming in recent years. Following a discussion at its October meeting, the Board unanimously agreed with the HR committee’s recommendation to apply for foundation grants to finance a part-time Executive Director to oversee operations, foundation/major gift fundraising, and community relations.

The HR committee gratefully acknowledges the outstanding work of our talented staff—Katy Ormiston, Matthew Gindin, and Tracey Fagg—and the inspiring leadership of Rabbi Hannah. We also thank them for their collective contributions to HR improvements at Or Shalom this year.

Emet Davis, Chair

Dave Kauffman and Dalia Margalit-Faircloth, members