

## Report to the Board

**Committee:** Personnel Committee

**Date of Meeting:** There has not been a meeting of the Personnel Committee since the last reported meeting of August 21, 2023.

**Date of Next Meeting:** December 5, 2023

### Agenda Items to Be Considered December 5, 2023:

1. The following are staffing positions for the Personnel Committee to discuss as cited in PVS Strategic Plans of 2023 and 2025:
  - a. Consideration of hiring a development professional either as a consultant to prepare a plan, or a staff person on salary, to raise funds. Person could also focus on marketing and communications, to drive more interest around PVS to increase visibility and potential for future donations. (2023).
  - b. Assess staffing of organization to carry out the mission. (2025).
  - c. Consider establishing a full-time position for a visitor liaison with skilled trainer experience. (2025).
  - d. Consider establishing local coordinators as paid positions. (2025).
  - e. As soon as possible, hire a communications consultant to manage publicity and enhance PVS's capacity to use media effectively to increase awareness of the work of PVS. (2025).
  - f. Determine other staffing needs. (2025).
  - g. Election of a committee chair.
2. Recent staffing positions that have been hired:
  - a. Accountant/Bookkeeper — on contract
  - b. Administrative Assistant – part-time.