Talent and Culture Committee Charter

Purpose
The Talent and Culture Committee provides counsel and advice to the foundation’s leadership to ensure that SVCF’s organizational culture is aligned with the foundation’s mission and values. The Committee will promote best practices to foster a collaborative and inspiring environment attract and retain talent necessary to maximize the foundation’s community impact. The Committee will engage with the foundation’s leadership to enforce policies and practices that further this purpose.

Responsibilities
- Culture & Values: Monitor the foundation’s culture, engagement, and adherence to core values throughout all organizational levels.
- Diversity & Inclusion: Ensure the creation and maintenance of methods to assess whether the community foundation reflects our community’s diversity throughout all organizational levels and promotes such diversity in our workforce.
- Succession Planning: Work with the President/CEO on their succession planning, and ensure that succession planning for key roles occurs on an annual basis, and leaders are developed within all areas of the foundation.
- Compensation / Evaluation (General): Ensure an equitable compensation and evaluation process, including analyzing pertinent market data regarding best practices for recruitment, retention, and total compensation.
- President/CEO Compensation / Evaluation: Working with the Board chair, perform the annual evaluation of the President/CEO and determine their compensation.
- Recruitment and Retention: Monitor recruitment and retention trends, and assist leadership in identifying trends and gaps that require leadership’s attention, including adjustments to recruitment and retention strategies.
- Transparency / Protection: Ensure transparent and safe avenues for complaints and be kept apprised of related investigations or remedial actions, as appropriate.
- Compliance: Ensure compliance with all applicable labor and employment laws.
- Board Reports: Recommend accurate and timely reports to the Board on culture, human resources, and personnel related issues.
- Committee Review: Conduct an annual Committee evaluation to remain focused and identify issues to further the Committee's work.

Membership and Leadership
The committee shall consist of a minimum of three (3) with a target of five (5) current Board members with knowledge in the human resources and/or culture building field. The President/CEO and the current Board chair will be ex-officio members. The Chief of Staff will serve as the staff liaison to the Committee.

Meetings
The Committee shall meet as necessary, but generally four (4) times annually.