

# HUMAN RESOURCES

## ~ Job Description ~

**Purpose Statement:**

To prepare a slate of nominees for the Annual Meeting of Hamilton Conference, seeking to match gifts for ministry with opportunities for service.

**Job Title:** MEMBER of the Hamilton Conference Human Resources Committee

**Participant Group(s):** *Who will the person be working with outside the committee?*

- Presbyteries
- Conference Staff
- Screening Committee
- Nominees

**Length of Appointment:** Three(3) Years  
Renewable for an additional three(3) years

**Goals of the Job:**

- To present suitable / qualified candidates as nominees for the various Conference Committees to the Annual Meeting of Hamilton Conference

**Outline of Responsibilities:**

- Receive and consider the names of persons forwarded by Presbyteries and Conference of qualified nominees for various Conference positions and appointments

**Boundaries and Limits of the Position:**

- Accountable to the Executive Secretary of Hamilton Conference
- Accountable to the Conference Executive and meeting of Hamilton Conference

**Skill / Experience / Qualifications Required:**

- Knowledge of various committee positions
- Knowledge of how Conference works
- Confidentiality
- Ability to discern gifts

**Personal Traits and Qualities Needed:**

- Confidentiality
- Discerning
- Sensitivity
- Good Communicator
- Affirming of individual gifts

**Orientation and Training Available:**

- Screening Committee
- Conference Workshops

**Support / Supervision / Evaluation Provided:**

- Conference Staff
- Executive Secretary of Hamilton Conference
- Conference Executive
- Annual Meeting of Hamilton Conference

**Mandatory Activities:**

- Attend meetings
- Contact and follow-up of possible persons for various positions
- Meet deadlines
- Phone and/or email possible nominees