

**SOUTHEAST, INC.**

Area: Board of Directors  
Subject: Human Resources Committee

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Approved by: Board of Directors  
Signatory: Chief Executive Officer

**HUMAN RESOURCES COMMITTEE**

**PURPOSE:**

The duties and responsibilities of the Southeast Board of Directors' Human Resources Committee are described below.

**PROCEDURES:**

1. Convene at least ten times per year as called by the Director of Human Resources, the Committee Chairperson, and/or the President of the Board and as needed to perform required responsibilities.
2. Provide for, in collaboration with the Chief Executive Officer and the Director of Human Resources, the annual review of corporate human resources policies and submit recommendations to the Board.
3. Provide, at the request of the Chief Executive Officer or the Director of Human Resources, advice and/or counsel regarding matters of personnel administration and/or personnel policy.
4. Conduct the performance evaluation of the Chief Executive Officer with reports and recommendations to the Board regarding job evaluation and salary and benefit status.
5. Assume responsibility for all recruitment, evaluation, and selection activities associated with the position of Chief Executive Officer with recommendations submitted to the Board.
6. Assure bi-annual review of the Affirmative Action report and provide quality improvement input with recommendations submitted to the Board.
7. Review Southeast's benefits policy and key management staff salary scales and make recommendations to the Board.
8. Conduct all required review of staff credentialing and privileging applications and information and make recommendations for action to the Board.

**RESPONSIBILITIES:**

Board of Directors Human Resources Committee

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Director of Human Resources  
Chief Executive Officer