



NYSO Committee

The NYSO Personnel Committee



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Celia Bradford, Chair, Pi
Nicole Conant, Lambda
Margaret Donnelly, Alpha Iota
Janet Judson, Alpha Gamma
Glenda Rowe, Psi
Gail Wentworth, Alpha Iota

About the Personnel Committee

The *Personnel Committee* screens and reviews all candidate applications for Elected Personnel positions, including credentials and letters of recommendation and recommends candidates to the NY State Executive Board for action. The Committee is responsible to recommend candidates for Elected State Personnel (*Executive Secretary, Treasurer, Editor, Financial Development Fund Administrator and Webmaster*).

During the 2019-2021 Biennium, applications for the positions of Executive Secretary, Financial Development Fund (FDF) Administrator and Webmaster will be available.

If a vacancy should occur in a position, the President of NY State may request assistance from the Personnel Committee for help in obtaining candidate(s) to appoint to complete the remaining term(s) of office.

The Personnel Committee informs members of the responsibilities of each position and the tasks that are needed to be performed by the job. It is the Committee's responsibility to send articles about vacancies and candidate selection to the NY State Editor for advertising in *Pi Lights* and to members of NY State through communication with Chapter Presidents and posting on the NY State website.

Applications for Elected Personnel are available on the NY State website. For further information, please contact Personnel Committee **Chair Celia Bradford**, celiabradford01@gmail.com.

Goals of the Personnel Committee

1. Advertise the vacancy of any of the positions to all of Pi State members, using *Pi Lights* and the NY State website as well as communications with Chapter Presidents
2. Promote the responsibilities of each position for all to understand the tasks needed to be performed by the job
3. Review all candidates' credentials and letters of recommendations for each position
4. Recommend candidate(s) for position(s) to the Executive Board for action
5. Revise and implement an Elected Personnel Appraisal Form