



# Human Resources

*Last Updated December 2024*

## Policy

Purpose: To guide the Association for Human Resource Matters.

1. This Committee and Officers will serve as the evaluation team of the Executive Director based on the duties and responsibilities outlined in the Executive Director Job Description. The following are the duties of the Executive Director:
  - a. Serves as the association's Chief Operating Officer and manages its daily activities.
  - b. Sign and manage the association's contractual obligations, except for real estate transactions.
  - c. Manage and oversee the maintenance of the Texas Agricultural Education and FFA Center.
  - d. Manage the budget and financial activities of the association under the direction of the Board of Directors.
  - e. Supervise and manage the association staff. .
  - f. Serves as chief lobbyist and PAC manager for the association.
  - g. Plan and conduct the summer Professional Development Conference with the assistance of staff and the Board of Directors.
  - h. Provide oversight at the Texas FFA Convention Exhibit show.
  - i. Serves as a functioning member of Texas Team Ag Ed, including on the Board of Directors of the Texas FFA, Texas FFA Foundation, and the VATAT Credit Union.
  - j. Serve as Texas 4-H and FFA Swine Validation Executive Administrator.
  - k. Plan and conduct ATAT Board Meetings at the direction of the board and with the assistance of the staff.
  - l. Serve as a liaison between the Association and the Teacher Educator Universities.
  - m. Manage the legal assistance program for members performed by attorneys retained by the association.
  - n. Serves as a NAAE representative and attends regional and national meetings.
  - o. Administer the association's member crisis fund.
  - p. Provide oversight of the Texas Young Farmers.
  - q. Oversee communication with members and the Board of Directors.

2. The Executive Director will contact the Association president, vice president, and secretary/treasurer on any concerns, issues, needs, and interests related to the Association and its members.
3. The Executive Director will submit a self-assessment document to the Association Executive Committee and members of the Human Resources Committee annually.
4. When the Executive Director position becomes vacant, a three-month transition period is recommended.
5. The Executive Director may change the Association's employee benefits policy, which is found in the employee handbook.
6. The Association will maintain the retirement investments for the Executive Director, Membership Services Coordinator, Professional Development Coordinator, and Special Projects Coordinator at 8.5 % of the annual salary.
7. The Association will maintain a liability insurance policy for board members.
8. Create a survey to the ATAT Staff as a culture temperature check or satisfaction survey. At the winter board meeting during breakout meet with employees, late spring send electronic survey, results sent to HR committee, committee meets at conference if concern arises to be addressed.

## Operational Protocols

1. The committee may request to review staff evaluations if desired.
2. The committee may allocate time for staff to address the board without the Executive Director's presence.

\* No updates made in December 2022, 2023