

## Job Description for HR on Board

As a human resources (HR) professional serving on a charity board of directors, your main responsibilities may include:

**Developing and implementing HR policies:** You will develop and implement HR policies that align with the charity's mission and values, and ensure compliance with all applicable laws and regulations.

**Ensuring compliance with labor laws:** You will ensure that the charity complies with all applicable labor laws, including those related to employee rights, health and safety, and fair labor practices.

**Recruiting and selecting staff:** You will assist with recruiting and selecting staff members who are aligned with the charity's mission and values, and who possess the necessary skills and expertise to achieve the charity's goals.

**Handling employee relations issues:** You will assist the Board on handling employee relations issues, including grievances, complaints, and disciplinary actions, ensuring that they are handled in a fair and consistent manner.

**Ensuring diversity, equity, and inclusion:** You will ensure that the charity promotes diversity, equity, and inclusion in its hiring, training, and development programs, and that all staff members feel valued and included.

Overall, as an HR professional serving on a charity board of directors, you will play a critical role in ensuring that the charity has the right talent and resources to achieve its goals, and that its staff members are aligned with its mission and values.