Hi Paul and Jimmy I hope all is well,

I have a request for enhancing the HR team as part of our 1st through 3rd quarter goals.

I would like to promote **Rhodline** to a Director Level position in HR; I would like her to become the **Director of Talent Acquisition**; she would have primary responsibility to manage the people and the data for onboarding and selection and maintain records, SOP, processes for volunteer selection. She would have a staff of two to manage the process. I would still be fully engaged in the selection and review process as a first set of eyes for volunteer selection, but Rhodline would manage the process.

I would also like to promote **Arelis** to a position of **Director of Volunteer Management**, where she would oversee the tracking, placement, review, and exit interview process. As positions and tasks grow (we are now more than 136 volunteers), we need to more effectively track all positions and ensure that processes are in place and being followed. Arelis and her team would maintain metrics for all teams and positions including turnover, satisfaction, etc. This position would also have a staff of 2 support persons.

This would allow me to work on additional initiatives of culture development with Ahoud who is a Six Sigma Blackbelt and who is not happy or successful in her work in the background of HR. I would make **Ahoud** the **Manager of Volunteer Engagement**. We would focus on the ideas of culture, training, future planning, developing an internal “Volunteer Connection” section for the intranet, (Volunteer Profiles and contact information, pictures, experience, interests, Internal organizational job opportunities with a Job Board, etc). I would also work with Laura and one more HR new hire to provide Volunteer resources, team information and tools.

My expertise in in leadership management and process development, I think I can better serve the organization by overseeing the HR process and being more hands on with the Volunteer development and process development pieces. I believe the creation and implementation of these positions will support the HR goals and the larger goals of RG.

Recap:

* **Rhodline Asare** - **Director of Talent Acquisition**;
  + **Two (2) additional support staff**
* **Arelis Baird - Director of Volunteer Management**;
  + **Two (2) additional support staff**
* **Ahoud Alwarsh** - **Manager of Volunteer Engagement**

Please let me know your thoughts on this as soon as possible.

Sincerely,