



HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

NAME & TYPE

Human Resources Committee - Standing

PURPOSE

The purpose of the Human Resource Committee is to ensure that [the Organization] fulfills its legal, ethical, and functional responsibilities through adequate human resource policy development, linking staffing plans with the organizational direction, recruitment strategies, training programs, and evaluation of employee performance.

COMPOSITION

The Committee shall be composed of three persons who may vote and of whom at least one shall have knowledge and experience of human resource issues and matters. This will include:

- a Chairperson, who shall be a member of the Board of Directors
- the Treasurer (cannot be the Committee Chair)
- An individual with a Human Resource background and ideally a member of a member organization and who is approved by the Board of Directors.
- The Executive Director (ex-officio and non-voting)

The composition of the Committee shall be reviewed after every Annual General Meeting. If the Committee members wish to continue and the Board approves their appointment, there shall be no limit to their term.

APPOINTMENT OF CHAIR

The Chairperson shall be appointed by the Board of Directors.

DECISION-MAKING PROCESS

Decisions shall be made by majority vote.

AUTHORITY DELEGATED

The Committee shall make recommendations to the Board on Human Resource matters such as policy review and development, staffing plan changes, pay equity and pay grid adjustments, etc. The Executive Director will serve in an advisory capacity to the Committee.

TIMEFRAME/ REPORTING/ DEADLINE

If the Executive Director requires that the Committee review or develop a policy, the Chair of the Board of Directors should agree to this work being assigned to the Committee, before the Committee undertakes any work. The Committee will report to the Board of Directors by forwarding minutes of its meetings to the Board. The Board of Directors will receive the minutes at the next regular meeting after





the Committee's meeting. As a Standing Committee of the Board of Directors, there is no limit to its existence.

MEETINGS

The Committee will meet as needed, based on the workload assigned to it, either by the Board of Directors or the Executive Director. The Human Resource Committee will meet as needed, but at a minimum, twice a year, or at the request of the Committee Chair.

STAFF SUPPORT

The Human Resources Committee will receive the necessary financial and staff resources from [the Organization], to fulfill their mandate.

COMMUNICATION WITH

The Committee Chair will provide a brief update periodically and submit annually a written Committee activity report to the Board of Directors.

SPECIFIC AREAS OF RESPONSIBILITY

The Human Resource Committee will perform the following key duties:

- Develop and recommend appropriate policies and procedures to ensure sound Human Resource policies and practices are in place and recommend revisions as required, to assist the Board of Directors in fulfilling its oversight responsibilities.
- Review periodically the adequacy and effectiveness of Human Resource documents including the HR Policy Manual, [the Organization's] Pay Grid, staff job descriptions, staff performance assessment forms, committee terms of reference, making recommendations for change, as appropriate, to the Executive Director and/or the Governance Committee of the Board of Directors;
- Annual review of the Staff Performance Assessment process and the result of the individual staff assessments as it pertains to the achievement of planned goals for the individual and the linkage to [the Organization] Strategic Plan objectives.
- Review annual compensation increases either through Cost of Living Adjustments or Merit increases and make recommendation to the Finance Committee for inclusion in the preparation of the Annual Financial Budget.
- Review periodically all other aspects of the Compensation Package including but not limited to group insurance benefits, registered pension plans (if in effect) and vacation policies.
- Ensure that [the Organization] is in compliance with all statutory and regulatory obligations that cover employment.
- Appoint one Committee member to be a member of the Health & Safety SubCommittee and supervise the work of the Health & Safety Sub-Committee.
- Ensure proper orientation, support and continuing education for the Board of Directors on health & safety legislation and regulations.





TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE / NONPROFIT SECTOR / SPORTS INDUSTRY

- Maintain a horizontal scan/global watch for human resource development, best practices, and other opportunities relating to non-profit organizations and other PSOs that could lead to growth and improvement of the human resource activities of [the Organization];
- Additional duties as may be delegated to the Committee by the Board of Directors.

APPROVAL REVIEW DATE Approved on: X



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