

# SFUCCS Human Resources Committee

## Terms of Reference

### Purpose

The Human Resources Committee assists the Board of Directors in fulfilling its governance responsibilities with respect to human resources matters and shall:

- recommend Human Resources (HR) policies and practices;
- identify areas of HR concern, and recommend changes for best practices;
- ensure the established HR policies are aligned to the strategic plan; and
- implement effective due diligence over HR matters of the Society.

### Composition

- the Committee will consist of not less than three (3) and not more than five (5) members.
- Committee members are recommended to have HR experience;
- the ED will attend all meetings as part of their oversight responsibility (non- committee member).

### Appointment of Members

- at the first meeting of Directors following the Annual General Meeting, the Directors will appoint for a one (1) year term a Human Resources Committee. The members may be re-appointed and can serve a maximum of three (3) terms;
- the Board chair will Chair the committee

### Authority, Duties and Responsibilities

Subject to the authority of the Board, the committee will:

#### 1. General

Review at least annually the HR strategic framework for the Society and advise the Board on the following:

- ensure a strategic plan regarding HR is prepared, developed, and presented to the Board;
- provide oversight regarding the HR aspect of the Strategic Plan;
- review the terms of reference annually and make recommendations as appropriate;
- review of HR strategies and policies;

receive updates pertaining to organizational structures, promotions, terminations and appointments at the management level of the Society; and receive and monitor timely reports from management on pertinent HR issues, providing advice as appropriate.

## 2. Executive Director (ED)

recommend, and when approved by the Board, implement an internal SFUCCS Board Performance Evaluation Process for the ED;

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... plan;  
... to  
the Board.

## 3. Management Succession Processes

annually review the management ... of  
those plans with the Board;

7. Employee Recognition Process

- annually review the employee recognition terms and criteria with the ED;
- annually review the employee recognition application and selection process with the ED;
- assist the ED in the process and selection of employee recognition applications.

8. Professional development

- assist the ED in the development of professional development programs that seek to

Minutes recording decision, recommendation, directions and actions will be kept of all meetings of the committee. A copy of the approached minutes, signed by the Committee Chair and Recording Secretary, will be field in the Administrative Office.

## 12. Reporting

The committee will report the proceeding of each meeting, and all

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Reports, minutes, supporting schedules and information used by the Human