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. Non-directors may be appointed to the Committee however the majority of the members must be Directors of the Society;
- committee members are recommended to have HR experience; and
- the ED, although not a committee member, serves as the senior resource and attends all meetings.

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 will appoint a Chair of the committee. The Chair may be re-appointed and can serve a maximum of three (3) terms as Chair in addition to other time they may serve on the Committee.
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;
   - set and review the ED’s goals and objectives annually, or as required, to ensure they are aligned with those of the Board, and those of Society’s strategic plan;
   - monitor the ED’s performance relative to stated goals and objectives and report to the Board.

3. **Management Succession Processes**

   - annually review the management succession plan prior to the ED’s discussion of those plans with the Board;
   - ensure that the Board annually reviews the ED’s processes and plans for the executive development and succession of the ED and all other Senior Management, and support the Board in carrying out this task. The intent is to ensure timely and effective continuity of leadership.
4. **Human Resources Policies**

- review the Society’s significant human resource policies for consistency and alignment with the organization’s vision, mission, values and strategy, and make recommendations, as appropriate, to the Board;

5. **Organizational structure**

When requested by the Board, review the ED’s recommended changes involving:

- the organizational structure and design of management, including organizational changes and the creation of new positions; all organizational management staffing structure changes take into account all operational considerations
- appointments, early retirements, and terminations of exempt staff.

6. **Recruitment**

At the ED’s request, assist the ED with posting and recruitment processes, specifically:

- the review of new job descriptions, and when requested, current position descriptions of exempt staff;
- the recruitment methods used to attract highly qualified, experienced, and skilled candidates;
- annually review management’s job descriptions and recruitment processes and provide guidance for any necessary changes.

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 build a strong organizational culture and valued work experience;
• recommend and assist the ED in an application process for professional development opportunities;
• assist the ED with methods to identify potential employees in order to provide them with career acceleration initiatives and other developmental opportunities.


• assist the ED on summarizing and reviewing inspection reports from licensing etc. and report to the Board as required.

10. Other Responsibilities

• provide guidance to the ED upon human resource issues as they arise;
• provide guidance on other human resources issues as delegated to the HR Committee by the Board and/or the SFUCCS Chair.

11. Evaluation

The Committee will review its Terms of Reference, taking into consideration any changes in applicable regulation and current best practice for the Human Resources Committee, and recommend updates annually.