



CHED Santas Anonymous Incorporated

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

1. GENERAL PURPOSE

The Human Resources (HR) Committee is a standing committee reporting to the Board of Directors (Board) via the HR Committee Chair. The Committee assists with carrying out the work assigned to it by the Board to achieve the mission and vision of 630 CHED Santas Anonymous and to ensure, on a continuing basis, that the 630 CHED Santas Anonymous Board of Directors and Committees are composed of qualified persons capable of providing effective leadership and knowledge expertise to the organization.

2. DUTIES AND RESPONSIBILITIES

- a. To provide direction and guidance to the Board, Committees and Executive Director with respect to all human resource matters
- b. Developing and recommending policies on human resource matters
- c. Providing guidance and oversight for a health and safety program for staff and volunteers
- d. Ensuring the organization is in compliance with applicable legislation
- e. Evaluating the annual performance of the Executive Director
- f. Recommending the annual compensation for the Executive Director
- g. Recruiting, hiring and termination of the Executive Director
- h. Review Board and Committee member performance on an annual basis
- i. Recommend training/development for Committee and Board Members as required
- j. Review and ensure an effective success plan for Committee, Board Members and key staff roles
- k. Complete an annual skills assessment review to ensure competencies required on Committees and the Board as realized
- l. Adhering to the Articles of Association, the Committee will:
 - i. Seek, identify and recruit qualified individuals, as per the skills competencies review, for Committees and to stand for election as Directors and appointed Officers
 - ii. Ensure that candidates meet the qualifications as an Officer, Director or Committee Member
 - iii. Provide candidates written information about roles, responsibilities, legal duties and expectations.
 - iv. Interview potential Committee and Board Candidates in order to respond to any questions or concerns and evaluate organizational fit
 - v. Nominate candidates with the greatest degree of experience and merit based on the competencies identified for a specific role, when taking into consideration the need to promote diversity of the board in relation to gender, age, ethnicity, professional backgrounds and personal experiences.
 - vi. Obtain biographies and distribute these to the current Board and Shareholders.
 - vii. Where appropriate identify individuals for future nomination as Directors and Officers and provide learning and development support as required
- m. All Board and Committee members to be vetted through the Human Resource Committee to ensure adherence to recruitment standards. The HR Committee will recommend new members for board and committee roles to the Chair of the Board and the Chair of each Committee as required.
- n. Work with the Executive Director, Board Chair and Committee Chairs to ensure an up to date orientation package and session is provided for each new Committee and Board member, in a timely manner.
- o. Perform other activities as assigned by the Board.

3. COMPOSITION

- a. The Committee will consist of no less than four (4) and no more than eight (8) members.
- b. The minimum term of a Committee Member shall be three (3) years with there being a restriction of two (2) consecutive terms. This excludes current Board Directors.
- c. The Chair of the Committee must be a member of the Board of Directors.
- d. The Chair will delegate duties and tasks to Committee members to ensure the responsibilities and annual objectives of the Committee are met.

- e. The Executive Director and Chair of the Board of Directors shall be ex-officio members of this Committee.
- f. Any member of the HR Committee seeking election/re-election to the Board of Directors shall excuse themselves from any discussion on Board Member appointment/election.

4. MEETINGS

The Committee will meet at least three (3) times per year and more often if required. Members can anticipate a time commitment of between 6 to 12 hours annually.

5. FINANCES

The Committee advises the Finance Committee (through the Executive Director) of budgetary requirements.

6. EVALUATION

An evaluation of the Committee will be conducted by the Board from time-to-time as the Board determines necessary.

Board Review Date	Review and Approved September 24,2019 (merged with Nominations Committee) Review and Approved May 22, 2018
Board Approved Date	May 28, 2013