



# 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.

### 2. DUTIES AND RESPONSIBILITIES

- a. To provide direction and guidance to the Board 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 human resources 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. Providing reports of all activities to the Board as needed
- i. Performing other activities as assigned to it by the Board

### 3. COMPOSITION

- a. The Committee will consist of no less than three (3) and no more than six (6) 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.

### 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.

<b>Board Review Date</b>	May 22, 2018
<b>Board Approved Date</b>	May 28, 2013