

Terms of Reference

Name of Committee

Human Resources Committee

Role / Purpose

The Human Resources Committee is a Standing Committee of the SkillsCanadaBC (SCBC) Board of Directors. The committee assists the Board and the Executive Director by overseeing the human resources practices, policies, and procedures of the organization, and ensuring compliance with relevant laws and best practices.

Authority

The Human Resources Committee is authorized by the Board to:

- Ensure the Human Resources policies align with Skills BC board approved vision, mission, and strategic plan
- Take any actions to enable the Human Resources Committee to fulfill its responsibilities
- Seek independent advice to perform its duties as necessary

The committee cannot commit the use of the organization's financial and human resources without prior approval from the Executive Director, the Board Chair and the Executive Committee

Responsibilities

The Human Resources Committee is responsible for advising the Board on effective human resources management of the organization through:

- Development and review of Human Resources policy and procedures and recommendation of changes / additions where needed
- Maintenance of the SCBC Employee Handbook
- Conducting the annual performance review of the Executive Director

Human Resources Policy Development

The Human Resources Committee will ensure that policies are created and regularly reviewed which define:

- The role and responsibilities of the:
 - o Executive Director
 - o Staff
 - o Contract workers
- Expense procedures for the:
 - o Staff
 - o Contract Workers
 - o Volunteers
- Vacation and in-lieu time procedures for staff
- Procedures for ensuring the organization's legal and regulatory compliance in relation to human resources

- Process and procedures for a voluntary Registered Retirement Savings Plan for permanent employees of the organization

Membership

The Human Resources Committee is a volunteer committee and is comprised of board members. Members stand for a 2-year, renewable term to a maximum of six years. The committee will consist of a least 3 members. Standing positions may change based on the term of the SCBC Board members. Members should have experience and an interest in human resources and talent acquisition. The Chair is appointed by the Board. The Board Chair and Executive Director are ex-officio, non-voting members of the committee.

Chair

The Chair will be a Board member determined by the Board of Directors.

The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another Board member who is a committee member to chair the committee in the Chair's absence.
- Report to the Board on the work of the committee.

Meetings

The Human Resources Committee will meet quarterly or more frequently as needed. Meetings will be held electronically or in person at the agreement of the committee members.

Quorum

A quorum will be a simple majority of the committee members.

Guests

The Chair may invite guests to attend meetings as a resource as required.

Decision Making

The committee shall strive for consensus (i.e. "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

Minutes

Minutes of the meeting will be taken by one of the committee members and distributed to the committee members and made available upon request to the Board. A summary of the minutes will be submitted to the Board following each committee meeting. Minutes will be provided to the Executive Director for archiving.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]