

HUMAN RESOURCES COMMITTEE

Terms of Reference

Purpose

The board is ultimately responsible for personnel policies of the organization, the development of which has been delegated to the leadership team. The HR committee reviews clinic personnel policies and procedures regarding recruitment selection, hiring and employment of staff are effective and in compliance with related legislation and regulations. This committee recommends changes to the employee handbook. The Recruitment Committee is a sub-committee of the Human Resources Committee; however, has its own terms of reference.

Membership

The Human Resources Committee shall be comprised of;

- 1-3 Board members chaired by a board member with human resources experience

Roles/Responsibilities

1. Ensures policies and procedures regarding recruitment selection, hiring and employment of staff are effective and in compliance with related legislation and regulations.
2. Conducts the annual performance appraisals of the NP and Admin Leads.
3. Forms and oversees the work of a recruitment subcommittee which takes the lead in recruitment of the Admin and NP Leads on an ad hoc basis.
4. Receives reports of and monitors feedback from exit interviews of clinic staff from the Administrative and /or NP Lead and receives reports from the executive committee of the exit interviews of leads when they leave the clinic. Reports feedback summary, when applicable, to the Board.
5. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
6. Minutes of all meetings are documented and presented to the board at the next general meeting.

Meeting Frequency

- The Executive Committee may meet at any time deemed necessary during intervals between regular meetings of the board.



Wendy Payne, Board Chair

Feb 11/19.

Date of Chair Signature