

O'KEEFE RANCH AND INTERIOR HERITAGE SOCIETY BOARD POLICY MANUAL

Approved: Feb 2018

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

1. PURPOSE (Description)

The Human Resources (HR) Committee will develop new and evaluate existing policy relating to all volunteers and staff; each must demonstrate compliance with Provincial and Federal regulations.

2. COMPOSITION (Membership)

A minimum of 2 board members will be appointed annually

Staff

HR/Finance Manager

2-5 community members with experience in human resources and volunteer management

3. SCOPE AND AUTHORITY (Authority)

Committees exist to support the mandate of the Board and assist staff with implementing that mandate. Committees have NO authority over staff and should not provide direction to them. The President or designate is responsible for providing direction. Committees are advisory in nature and require Board approval for implementation of recommended policy and use of staff time or resources. Decisions or actions may be taken within approved policies.

4. MEETING ARRANGEMENTS

Committees will meet at least quarterly and more frequently as workload or board direction requires.

5. REPORTING

Minutes or record of discussions should be kept of all Committee meetings and shared with the board following their committee meeting.