

HR COMMITTEE

Draft Terms of Reference

PURPOSE

To provide the Board with advice and guidance regarding human resource policies and issues.

ACCOUNTABILITY

As a committee accountable to the Board, The HR Committee will report at a minimum quarterly to the Board of Directors.

MEMBERSHIP

- A minimum of (x number) Board members.
- The Committee may include one member from outside the FHT as appointed by the Board.
- The Executive Director will be an ex-officio member.

FUNCTIONS/TASKS

1. Developing and monitoring HR policies, and recommending changes or additions to policies as required.
2. Review the staffing pattern at minimum annually and make recommendations of any changes to the HR allocation in sufficient time for inclusion into the annual budget submission to the Ministry of Health and Long term Care.
3. Review and recommend to the Board the recruitment of any new, ie previously unfilled, positions.
4. Recommend recruitment and retention strategies to ensure the FHT is able to hire and retain the best staff.
5. Ensure that the FHT meets all of its regulatory and statutory obligations with respect to the employment of staff (eg., Occupational Health and Safety, Bill 168, Canada Revenue Agency and employer remittances, etc).
6. Responsible for ensuring effective employee engagement.
7. Recommend strategies to ensure the FHT offers a safe, welcoming, professional environment for all staff.
8. Ensure that all staff receive regular performance reviews.
9. Review, evaluate and report to the full Board annually on the credentials of clinical members of the staff.
10. Review the performance of the Executive Director on an annual basis (Note: this task may be assumed by the Board Chair, particularly in the absence of an HR Committee)

MEETINGS

Frequency: As required by the Chair, but not less than four times annually.

Minutes: To be kept in minute books at the FHT office with copies circulated to committee members and Board Chair after each meeting.

EVALUATION

Formally on an annual basis prior to the AGM and informally at each meeting.