



HUMAN RESOURCE COMMITTEE

Terms of Reference
Standing Committee

Committee Purpose

The Human Resource Committee is subordinate to the Board of Directors and works on behalf of the Board and membership in the area of Human Resource policies and development.

Committee Membership

- The Human Resource Committee has three to five members:
 - the President, who chairs the committee
 - 2 other members must be Registrants of Orienteering Canada

Terms of Committee Membership

- The President serves on the Human Resource Committee based on his/her time in office.

Scope of Responsibility

The Human Resource Committee is responsible for:

- development of employee policies as necessary for the benefit, protection and legal obligations of the corporation and employees, and making recommendations for revisions to the Board as necessary;
- development and review of employee job descriptions and contract templates;
- developing and implementing a hiring process for an Executive Director and other staff as necessary, including acting as the Interview and Hiring Committee;
- development of an employee evaluation process;
- recommendations for the content and budget of any employee professional development

Accountability

The Human Resource Committee:

- meets at least once per year and more frequently if required
- shall provide a report to the next Board of Directors meeting following any Human Resource Committee meeting

Approved by the Orienteering Canada Board of Directors, August 2013

Amended by the Orienteering Canada Board of Directors, January 2017