



Committee Report to 2020 AGM

Committee Name	HR Committee
Committee Members	Anne Teutsch (Chair), Cheryl Smith, Jim Webster, Bruce Rennie
Report Date	2020-07-10
Submitted By	Anne Teutsch

Past Year's Work

The HR Committee met in March to create a task list for items that need to be addressed in the coming year. Tasks that have been completed this year include:

- Employment Handbook - as a reference for items that are common to all employees and contractors
- Letter of Employment template - to replace contract for employees
- Job Description template - to be used for all temporary and permanent contract and employment jobs

Additional Notes

Future Work – Projects and Goals

Some work for the coming year includes:

- completing the Hiring Guidelines that have been drafted
- updating all job descriptions
- addressing Safe Sport policies, along with the Governance Committee
- reviewing storage and archiving for HR records and files

Successes and Challenges

The main challenge for the HR committee is maintaining the momentum to have regular meetings to keep things moving forward. This year, an additional challenge was that there were some items on the task list that were going to be addressed in the spring and required involvement of the ED. However with the intrusion of COVID-19, priorities changed and these items have been put on hold temporarily.

Finances

No finances used in past year nor required in coming year.