



Committee Report to 2021 AGM

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| Committee Name | HR Committee |
| Committee Chair | Anne Teutsch |
| Committee Members | Bruce Rennie, Cheryl Smith, Jim Webster |
| Report Date | 2021-07-13 |
| Submitted By | Anne Teutsch |

The Past Year

The HR Committee has not been active over the past year. Focus has been on COVID-related issues.

Looking Forward

The HR Committee does have some work to do in the coming year, including:

- (a) Create a job description for the Communications Director;
- (b) Create a job description for the Development Director;
- (c) Review other job descriptions (Executive Director, High Performance Director) and update as needed;
- (d) Review and update employee evaluation process;
- (e) Review and update contract template;