

Fairfield Gonzales Community Association

Terms of Reference for Human Resources Committee

These terms of reference approved by the FGCA Board on July 4, 2016, and are in effect as of that date.

Type of Committee

The Human Resources Committee is a standing committee of the FGCA Board.

Purpose

The primary purpose of the Committee is to assist the Board in the oversight of the FGCA's Executive Director(s), by coordinating and supervising hiring, contract negotiation, performance evaluation, and other Executive Director employment-related matters.

A secondary purpose of the Committee is to be a resource to the Executive Director(s), by providing guidance and support for general or specific human resources matters of the FGCA.

Responsibilities

The Committee fulfills its purpose by assuming the following responsibilities:

1. Recruitment and Succession Planning

The Committee identifies the experience, skills and knowledge requirements of the Executive Director(s) position to ensure the FGCA hires, retains and supports effective leadership for its staff and volunteers, and provides effective leadership for its programming and other community services. As part of this, the Committee also develops and keeps current the Executive Director(s) job description.

The Committee is responsible for developing and posting effective recruitment materials, selecting and screening suitable candidates for consideration by the Board, and coordinating all related selection activities in an open and equitable manner.

As required, the Committee also develops and implements a succession plan for the Executive Director position(s) to ensure a smooth transition in FGCA staff leadership.

2. *Employment Contracts*

The Committee develops and recommends to the Board employment contract criteria designed to provide equitable and responsible treatment for all parties. This will include, but is not limited to, compensation terms, employment term, access to benefits, evaluation and performance protocols, and opportunity for contract renewal.

The Committee also ensures, on an annual basis, that all proposed and realized Executive Director(s) compensation parameters are sustainable within the expected operating budget of the FGCA.

3. *Employment Performance Evaluation*

The Committee will regularly assess the ongoing effectiveness and performance of the Executive Director(s), measured within the parameters of the current Executive Director job description.

The Committee is also responsible for developing effective and transparent performance evaluation protocols, conducting performance reviews on a regular or scheduled basis, and making timely summations and recommendations to the Board as to the findings.

The Committee will conduct such performance evaluations at a minimum of annually, and more often as required, or as linked to contract negotiation timelines.

The Committee will also, at the earliest possible opportunity and in a well-documented manner, be responsible for bringing to the attention of the Board any issues of concern about the Executive Director's(s') performance, or any related recommendations on probation, discipline or dismissal.

4. *General FGCA Human Resources Guidance and Support*

The Committee will act as a resource to the Executive Director(s), by providing mentoring, guidance and support for general or specific human resources matters of the FGCA. This may include: being available to discuss and assist with other FGCA staff issues or concerns; assist in the development or refinement of FGCA human resources policies and procedures; or identifying additional external professional or other resources that may be of use to the Executive Director(s) in fulfilling his/her human resource management duties.

Scope

The scope of the Committee is as defined under its Purpose.

Authority

The Committee's activities and actions follow and are consistent with the *FGCA Policy on Committee Terms of Reference* (Policy Number 2016-01), unless otherwise detailed in these Terms of Reference.

The Committee does not have the authority to independently make (significant) employment decisions as relate to the Executive Director(s).

As a Committee of the Board, all significant decisions related to the employment and remuneration of the Executive Director(s) will, in a timely manner, be brought by the Committee as recommendations to the Board for approval.

Committee Structure

As an internal committee of the FGCA, committee membership is limited to Board members only.

The Committee size shall be between four (4) and seven (7) members.

The Committee may recommend to the Board candidates for the positions of Committee Chair and Vice-Chair. The Committee will appoint a member as Secretary.

The Committee Chair may vote on Committee proceedings as per the other members of the Committee.

Committee Membership

The Committee is comprised of:

1. All four officers of the FGCA Board (i.e. President, Vice-President, Treasurer, and Secretary)
2. The Past President of the FGCA
3. Up to two (2) other Board members (as applicable)

Non-officer Board members who wish to join the Committee are expected to have some direct skills or experience in human resources management.

The Executive Director(s) may also participate in Committee activities, but solely as a non-voting member(s), and only at the invitation of the Committee.

The Committee may obtain the services of experts in various aspects of human resources, as deemed necessary.

Communications and Reporting

The Committee will, in a timely manner, provide reasonably detailed minutes of all committee meetings and activities to the Board.

Committee Support

The Committee may require some support of FGCA staff to support its work, including:

- scheduling meeting space
- assisting in the development and dissemination of job postings or other Committee materials
- coordinating activities related to scheduling of interviews, performance reviews, and so on

Meeting Schedule

The Committee will meet at least quarterly.

The Committee may meet more frequently, depending on any realized human resources issues, requirements to hire a new Executive Director(s), and scheduled or necessary evaluation protocols.

Meetings may be called by any member of the Committee.

Meetings may also be called by the Executive Director(s).