

**HUMAN RESOURCES COMMITTEE**  
*Terms of Reference*

**Role**

The HR Committee makes recommendations for changes and updates to the personnel policies of the organization for which the Board is ultimately responsible.

The Recruitment Committee is a sub-committee of the Human Resources Committee with its own terms of reference.

**Membership**

The Human Resources Committee shall be comprised of;

- 1-3 Board members chaired by a board member with human resources experience

**Responsibilities**

1. Conduct annual performance appraisals of the Executive Director - NP Lead
2. Form and oversee the work of a recruitment subcommittee which takes the lead in recruitment of the ED - NP Lead on an ad hoc basis.
3. Receive reports of and monitor feedback from exit interviews of clinic staff from the ED - NP Lead and receive reports from the Executive Committee on ED-NP Lead exit interviews. Report feedback summary, when applicable, to the Board.
4. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
5. Minutes of all meetings are documented and presented to the board at the next general meeting.

**Meeting Frequency**

- The Human Resources Committee meets at least annually and as required.

  
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Wendy Payne, Board Chair

  
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Date of Chair Signature