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Human Resources and Remuneration Committee Terms of Reference

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Terms of Reference

Mandate

The Human Resources and Remuneration Committee is responsible for overseeing the employment, remuneration and evaluation of the Registrar/CEO, and reviewing the College's policies with regards to human resources.

Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- 1 board member

At least 1/3 of the total membership must consist of public members.

Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the HR and Remuneration committee:

Assessments Experience assessing performance or facilitating assessments or inspections to determine if requirements have been met.	Financial literacy and expertise Knowledge and understanding of financial administration and management.
Business experience Experience and knowledge of business management practices	Governance expertise Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the board.
Human resource expertise Knowledge or expertise in strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Depending on the public agency, knowledge or expertise in CEO performance management and evaluation may be a related asset.	Employment law expertise Knowledge of and experience in employment law principles, conflict resolution and procedural fairness will be an asset.

Authority

In accordance with section 19(t) of the HPA, the Board has the power to establish committees it determines are necessary or advisable. The HR and Remuneration committee was established under this provision and therefore gets its authority from the Board. The HR and Remuneration committee is a board committee and cannot make decisions independent of the Board.

Duties and Responsibilities

In accordance with the bylaws, the committee

- (a) advises the Board on appropriate remuneration and employment terms for the Registrar,
- (b) reviews College human resource policies and makes recommendations to the Board for amendment of same,
- (c) each year,
 - a. works with the Registrar on
 - i. the preparation of his or her annual goals and objectives, and
 - ii. a self-evaluation of his or her job performance; and
 - b. reporting to the Board on the evaluation of the Registrar's job performance,
- (d) advises the board on appropriate policies and procedures for managing allegations of misconduct against board members, committee members or college employees engaged in carrying out the business of the College;
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

In addition to the bylaws, the committee

- (f) collaborates with the Audit and Risk Committee when reviewing financial matters with regards to remuneration of the Registrar and review of any HR policies with regards to compensation.

Current Activities:

In addition to the duties and responsibilities above, the HR and Remuneration committee will be working on the following during the next committee term:

- reviewing the college human resource policies with regards to compensation;
- determining assessment process for the Registrar/CEO

Meetings and expectations

The HR and Remuneration Committee meets **1-2** times per year, but may meet more often if necessary.

Committee meetings are usually 2-4 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

Expectations:

In addition to the expectations for all committee members, members of the Human Resources and Remunerations committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)