

**Terms of Reference**  
**Human Resources Committee**

(revised: February 2020)

The Human Resources Committee is a standing committee of the SLNC. The committee is responsible to the Board of Directors; reports to the monthly Board meetings, and works closely with the General Manager.

**PURPOSE:**

The main purpose of the HR Committee is to ensure good hiring and supervising practices for our General Manager, and all other Level 2 staff. This Committee brings recommendations to the Board regarding our organizational chart, employee expectations and current job descriptions, contractual agreements between SLNC and our employees, and develops policy that will guide the Board in setting high standards and maintaining fair practices as an employer for the club. The Committee coordinates with other SLNC committees in areas of impact and overlap; for example with Finance Committee regarding the cost implications of staffing. The Committee will also ensure SLNC follows practices as per the Labour Standards Act of BC.

Maintain an Organizational Chart.

Ensure there are job descriptions for the senior level positions including GM, Programs Director, Inside and Outside Lead Positions. The formal name of the Inside and Outside Lead positions changes form time to time.

Ensure SLNC keeps proper employee records.

Provide a set of working expectations for all staff and Board members.

Maintain and develop Human Resources Policies to guide the Board's practices when it comes to hiring and overseeing the work of staff.

Maintain an employment contract in order to have a common template for all employees.

In exceptional circumstances the Committee shall have the ability to source an outside legal opinion from SNLC's lawyer if required in consultation with the Chair.

**Composition:**

3 Board members

General Manager