



The Human Resources Committee is standing committee of the Board of Sovereign Lake Nordic Club and reports to the Board through the committee chair. It is responsible to the Board of Directors.

**PURPOSE:**

The purpose of the Human Resources Committee is to assist the Board in fulfilling its responsibilities with respect to the human resources. The Committee will make recommendations to the Board that will reflect industry best practices, conform to all legislated obligations and help to achieve SLNC's Mission, Vision and Values.

**CORE RESPONSIBILITIES:**

The committee, as delegated by the Board, shall oversee and provide direction to the Board in the following primary areas:

- Provides oversight and makes recommendations to the Board on matters that are referred to the board and are not matters appropriately handled by the GM.
- Ensures the Board meets its oversight role for ensuring SLNC compliance with all related statutes and regulations.
- Ensures that organizational Human Resources policies are in place that reflect a high performing organization.
- Ensures that there are operational policies and procedures in place to resolve conflicts between staff, staff and management, and staff and members. Provides an avenue of appeal when these policies do not resolve the issues.
- Ensure that staff employment contracts are consistent with policy and are reviewed annually.
- Ensure that job descriptions are up to date and reflect the work being done.

**COMMITTEE MEMBERSHIP:**

Three Board members.

**COMMITTEE MEETING SCHEDULE:**

The committee will meet a minimum of 4 times a year and at the call of the chair.