**Draft Template for LCCJ Board Committee**

**Terms of Reference (TOR)**

**Human Resources Committee**

**Role of the Committee**

The Human Resources Committee (HRC) is established by the board of directors and reports to the board through the Committee Chair. The Committee Chair provides leadership to the Committee members in fulfilling the mandate set out in these terms of reference.

The HRC assists the board of directors in fulfilling its responsibilities with respect to the human resources required to achieve its mission, vision, and value statements.

The functions of the HRC are to:

* ensure that LCCJ employees have an optimal employee experience in a safe and respectful environment by completing annual performance appraisals and ensuring appropriate human resource policies are in place
* ensure a compensation strategy is in place to attract and retain the best employees
* ensure succession planning is conducted as needed
* responsible for any other matters that may be assigned to it from time to time.

**Conduct of the Committee**

1. Membership
* The HRC shall be comprised of a minimum of three board members. Interested volunteers may also apply to join this committee and their membership will be decided by the board members of the committee.
* The Chair and the Secretary will be determined by the HRC on an annual basis at their first meeting following the new year.
* Board members or volunteers who may have a conflict of interest with the functions of this committee may not be members.
1. Meetings
	* The HRC will meet at the call of its Chair quarterly or more often as needed.
	* The Chair will establish the agenda for the meetings with input from other committee members.
	* A quorum will consist of two board members.
	* Decision-making will be by consensus.
	* Minutes of meetings, including *In Camera* sessions will be kept.
2. Reporting
	* The HRC chair will report to the board on a regular basis and minutes will be made available. A verbal report only of *In Camera* minutes will be provided. The minutes of the board meetings must not contain details of the *In Camera* verbal report.
	* All decisions or recommendations of the HRC must be approved by the board.