**TERMS OF REFERENCE**

**HR COMMITTEE, LANARK COUNTY COMMUNITY JUSTICE**

**PURPOSE:**

To assist the Board in ensuring the necessary policies and procedures are in place to effectively manage and fairly compensate employees of Lanark County Community Justice.

To assist the Board in ensuring the necessary policies and procedures are in place to effectively manage volunteers of Lanark County Community Justice

**DUTIES:**

To develop and review compensation philosophies, performance management systems and human resources policies.

To make recommendations to the Board on any matters affecting Staff and/or Volunteers of LCCJP, including recruitment and selection procedures for all staff, and pay and conditions of employment for all staff.

To review annually compensation agreements and potential adjustments, and make recommendations to the Board

**MEMBERSHIP:**

A minimum of one and a maximum of two Board Member will be appointed to this committee on an annual basis. Other community volunteers with an interest in or experience with HR issues will be will be appointed, to a maximum of two members. The Executive Director will be ex-officio to this committee and will provide support and recommendations

**CHAIR:**

A member of the Board of Directors

**QUORUM**:

A quorum will be achieved at a meeting with two members, at least one of whom is a Board member.

**MEETING FREQUENCY**:

A minimum of two times per year, or as needed to deal with outstanding HR issues

**REPORTING STRUCTURE**:

The Chair will report directly to the Board, at the Board Meeting following the HR committee meeting

**REVIEW:**

Review of the Terms of Reference will be done annually.