Field Hockey Canada

Human Resource (Standing) Committee

Terms of Reference

1. **Purpose:**

The purpose of the Human Resource Committee is to assist the Board to fulfill its oversight responsibility to review and make recommendation regarding:

- Human resources (Staff and Volunteer strategy);
- Ensure alignment and adequate human resource capacity to support the FHC strategy;
- Develop and monitor a budget to support human resource capacity;
- Oversight of all human resource contracts (general framing and scope);
- Development framework for all human resources;
- Recognize and celebrate achievement of FHC community members when required (HOF)

The Committee will carry out these functions on behalf of and for Field Hockey Canada Board of Directors.

2. **Composition:**

1. The Committee shall consist of Directors and other members appointed by the Board;
2. The Committee shall be chaired by a Director appointed by the Board;
3. The CEO will serve as FHC staff link and support the committee;
4. All members of the Committee shall be voting members.

3. **Duties and Responsibilities:**

Staff:

1) Assist CEO to implement and evaluate human resource plans and policies;
2) Provide support to implement policies & procedures during FHC staff recruitment;
3) Research compensation levels, as needed, for FHC staff; provide oversight and recommendations to CEO and Board;
4) Review and communicate FHC code of conduct;
5) Lead CEO recruitment process when required;
6) Support CEO during staff review process.

Volunteers:

Provide oversight Develop, implement and evaluate plans and programs for volunteer recruitment, orientation, learning opportunities, mentoring, evaluation, recognition and succession;

Recognition:

- Develop and implement an FHC recognition strategy for volunteers, board members, retired national team athletes and coaches.

4. Meeting and Working Procedures

Given the confidential nature of work of HR and volunteer committees, it is important to reinforce that tasks must be conducted in a professional, ethical, and conscientious manner and furthermore, will follow these guidelines:

1. Committee Chair will coordinate the work of the Committee;
2. Meetings of the Committee will be at the call of the Chair;
3. The Committee will meet as required, either by telephone conference call or in person;
4. Chair will chair meetings of the committee. If the Chair is absent from the meeting, the members of the Committee will appoint from among themselves a member to chair the meeting;
5. Committee will strive to make decisions based on consensus. However, questions may be decided by majority vote, whereby the chair carries a vote and a tie vote fails;
6. Meetings of the Committee will be private, attended only by members of the Committee and staff, as required. Others may participate in meetings if invited by the Chair;
7. Discussions and deliberations of the committee are confidential;
8. In deliberating and making decisions, the committee may consult with staff, other committees, or the Board as it deems appropriate;
9. Materials for meetings of the Committee will be distributed with reasonable lead-time to ensure members can prepare properly for the meeting;
10. Minutes of meetings will be prepared and circulated within a reasonable period. Unless determined otherwise, the staff member for the committee will prepare the Minutes. The Chair will approve the Minutes for distribution to the Board, staff, other committees and the membership as required.

5. Accountability

This Standing Committee is accountable to the Board of Directors. The Chair reports on the activities of the Committee to the Board and will circulate Minutes of Committee meetings verbally or via emails.

Reviewed and revised by the Board May 2019.