



Example: Terms of Reference – Human Resources Committee

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

TERMS OF REFERENCE

Human Resources Committee

Approved:
Reviewed:
Revised:

PURPOSE:

Assists the Board/Executive Committee in fulfilling its obligations related to hiring staff, evaluating personnel performance, determining or revising salaries and benefits and, further, recruiting and managing its volunteer members who participate in the operationalisation of the association's activities.

OBJECTIVES:

- Develops human resources policies and procedures dealing with staff hiring, evaluation, termination, etc.
- Develops volunteer members policies and procedures dealing with recruitment, training, recognition, reimbursement of expenses, etc.
- Participates in the hiring of staff
- Participates in the recruitment and training of volunteer members
- Reviews personnel compensation and related increases and makes recommendations to the Board/Executive Committee
- Ensures the annual recognition of volunteer members' and staff's contribution to the association's work
- Ensures the management of staff, including supervision, annual performance evaluations, professional development/training opportunities, etc. in associations with no Executive Director/Chief Executive Officer

MEETINGS:

The Committee will hold a minimum of four meetings per year. Additional meetings may be held at the discretion of the Chair and in consultation with the President.

REPORTING RELATIONSHIP:

The Committee reports to the Board/Executive Committee. It presents a narrative report of its activities at the regular Board/Executive Committee meetings. A summary of this report is included in the minutes of the Board/Executive Committee meeting. The Committee further documents its discussions in minutes that are developed for each of its Human Resources Committee meetings.

