

Terms of Reference

Human Resources Committee

Purpose

The Human Resources Committee provides advice, recommendations, evaluation, and information to the Board of HPCC to promote optimal human resources management processes for the organization. The Committee engages regularly with managers, staff, and other HPCC Committees to support the Board in establishing and maintaining a work environment that reflects the values and principles of the cooperative.

- **Staffing** – Works with the Board, Value-Added Committee, Finance Committee, and managers to determine staffing needs and budget. Participates with the managers in the hiring or termination process for employees and /or contract arrangements for contractors. Ensure that current and accurate job descriptions are in place that define duties and performance expectations for all staff.
- **Employee Development** – Makes recommendations to the Board on appropriate training requirements or opportunities for staff to ensure they have the necessary skills to meet the expectations of their role. Works with the managers to identify opportunities to develop staff skills and abilities, considering long term sustainability, succession planning and the organization's values and principles.
- **Compensation** – Recommends fair and equitable policies for compensation and benefits to the Board and works with the Finance Committee to establish wage increase strategies each year.
- **Health and Safety** – Works with the Value-Added and Forestry Operations Committees to monitor operational compliance with health and safety standards. Identifies and reports to the Board on potential changes to job descriptions, training, or supervision approaches to ensure compliance and staff health and safety.
- **Employee Relations** – Works with managers to ensure appropriate conflict resolutions processes are in place and is available to provide a second level of response to unresolved conflicts, human rights, or other workplace issues. Provides a mechanism to the Board for gathering and summarizing employee input to organizational planning.

Scope

In Scope

- Human Resources policies procedures, as approval by the Board
- Regular engagement with managers to gather information and input to inform the development of staff roles, hiring and employee relations activities.

Out of Scope

- Autonomous decision making, other than when delegated by the Board.

Authority

- The HR Committee makes recommendations to the Board on policies, and strategies, collaborates with the Value Added and Forest Operations Committees, Finance and Budget Committees to develop appropriate and sustainable solutions.

Membership

- The Committee is comprised of 5 HPCC Board Directors. Members volunteer to be on the HR Committee.

Meeting arrangements

- Meetings are held at least quarterly, or more often if circumstances warrant.

Reporting

- The HR Committee provides a quarterly report to the Board and may provide other reports in response to specific issues or tasks delegated to the committee.

Resources and budget

- The HR Committee provides advice and recommendations regarding the allocation of salaries, benefits, and employee development, but does not directly allocate funds.

Deliverables

- Support annual review of contract terms and deliverables with Forestry Contractors and Sawyer.
- Regular review of all job descriptions and contracts for operational roles.
- Develop annual performance appraisal policies, working with managers to ensure they are implemented effectively.
- Annual recommendations regarding compensation and benefits changes.

Terms of Reference Last Reviewed and Approved by the Board on this Date: _____