

HUMAN RESOURCES-1 COMMITTEE TERMS OF REFERENCE

Grouping: Appendix

Last Revised: Sunday September 26, 2021

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Purpose

The CKXU HR-1 Committee's primary role is to ensure that the Society is providing an appropriate environment for all staff members and volunteers, and to conduct annual staff reviews.

The HR-1 Committee is a standing committee of the CKXU Board of Directors.

Objectives

The objectives of the HR-1 Committee will include:

- Conducting the Executive Director's annual performance review, and assist with the Executive Director's annual review of Station Staff;
- Submitting recommendations to the Board of Directors concerning staff review findings, applicable research, or recommended updates; and,
- Ensuring that accurate digital and physical records exist and are maintained for all HR-related matters (staff contracts, non-disclosure forms, nomination forms).

Authority

The HR-1 Committee has the authority to make official HR-related recommendations to the CKXU Board of Directors. These recommendations will take the form of a written report which will be submitted to the meeting Agenda as a part of the President's report.

Conflict of Interest Disclosure

Committee members must declare conflicts of interest in any situation where a conflict of interest or potential conflict of interest arises. Individuals must declare potential conflicts to the Chair of the committee and must either excuse themselves from the discussion, or put the decision to committee vote on whether they should excuse themselves.

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature.

Composition

The HR-1 Committee will be composed of up to five (5) members of the Board of Directors, including the President, as well as the Executive Director. Please note that while volunteers, members-in-good-standing, and staff are permitted to sit in on meetings, they are not permitted to participate in any staff evaluation meetings or discussions. The Executive Director will act as the Chair at all meetings.

The committee will strive to arrive at their decisions by consensus, and all members may contribute to the consensus-making process. In the event that the committee cannot reach consensus on a course of action and a vote is to be taken, each member will have one vote.

Budget

The HR-1 Committee may be assigned a budget by the CKXU Board of Directors.

Meetings

The HR-1 Committee will meet at least four (4) times per year to ensure the proper functioning and relevance of the Committee and its supporting documents. The HR-1 Committee may also be required to hold monthly meetings from April to June for the performance review process.

Reporting Relationships

Reporting to the Board of Directors

The HR-1 Committee reports to the Board of Directors in the form of a written report which appears in the meeting Agenda in the President's report.