



HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

PURPOSE:

To serve as an advisory body on Human Resource issues, including but not limited to any legal, termination, hiring, education and training.

COMPOSITION AND TERM:

The Committee will be composed of one Director of OCA, a minimum of two appointed representatives who possess relevant and pertinent HR experience and the Executive Director. Quorum will be 50% plus 1.

AUTHORITY:

The Committee has the authority to hold meetings and present recommendations to the Board in support of the Committee's purpose. The Committee will work within an approved budget and will be accountable to the Board and General Members.

DUTIES AND RESPONSIBILITIES:

The Committee is mandated to:

1. Be responsible for the establishment and maintenance of policies and procedures relating to the Human Resource activities of OCA. All policies and procedures are be subject to approval by the Board.
2. Be accountable for the establishment and maintenance of the compensation and performance management systems for employees of OCA. Responsible for the Performance Management for the Executive Director with Chair of OCA and Chair of Human Resources Committee. The Human Resources Committee is to recommend to the Board changes in compensation every three years. Provide yearly recommendations for salary adjustments.
3. Be responsible for any internal harassment investigations, and have the authority to appoint an independent investigator, or investigators should the need arise.
4. Serve as a body that the Ontario Co-operative Association's Chair could call upon to mediate employee concerns and make recommendations to the Board of Directors.
5. Report changes to the Ontario Employment Standards Act to the Executive Director annually.

ORGANIZATION:

1. The Committee appoints a Chair and a Recording Secretary.