

Terms of Reference
Newfoundland and Labrador Public Sector Pensioner's Association
Human Resources Committee

The Constitution of the Newfoundland and Labrador Public Sector Pensioners' Association authorizes the Board of Directors to employ such persons as it may deem necessary to carry out the administration of the affairs of the Association. (Article VII.12, Board of Directors). In 2020, the Board of Directors approved a transitional process to change its organizational structure from a Working Board to a Governance Policy Board. To achieve on this direction, approval was given to engage a full-time Executive Director position that would oversee all operational aspects of the Association as directed by the Board of Directors, including oversight of all employed staff and contractual employees.

MANDATE

The Human Resources Committee is responsible to:

1. Establish the overall direction for managing the human resources of the Association;
2. Oversee the recruitment and compensation of the Executive Director;
3. Manage the Executive Director's performance, including the establishment of objectives, measures of performance, the assessment of performance towards these objectives, and any other feedback that will enhance the success and performance of the Executive Director;
4. Establish a succession plan for the Executive Director;
5. Ensure the Executive Director has an articulated succession plan for other employed staff and contractual employees;
6. Ensure policies related to the recruitment and staff terms of employment are in place and current;
7. Ensure human resources risks are appropriately identified and mitigated.

RESPONSIBILITIES:

The Human Resources Committee will:

1. Review, develop and recommend policies related to recruitment of all staff;

2. Review, develop and recommend policies related to staff employment, such as salaries, wage increases, hours of work, overtime, leave, alternative work arrangements;
3. Oversee all the processes for the recruitment, selection, and hire of the Executive Director, including the recommended highest ranked qualified candidate for the Board's approval;
4. Ensure that the Executive Director's performance goals are documented;
5. Ensure that an annual assessment of the Executive Director's performance is conducted against the agreed performance goals;
6. Conduct semi-annual meetings with the Executive Director to provide timely feedback on performance;
7. Undertake an annual review of the Executive Director salary and other compensation benefits;
8. Provide guidance to the Executive Director as required with respect to Human Resources matters;
9. Review the succession plan for the Executive Director and other positions on a periodic basis;
10. Ensure the development of a professional development and training program that aligns with the current and future needs of the Association and meets succession planning objectives;
11. Maintain the Executive Director position description and review it annually as part of the performance review process of the Executive Director;
12. Review terminations of employment and perform exit interviews as deemed appropriate;
13. Gather any information necessary to assist with the development of Executive Director compensation including, at its discretion, engaging external consultants and compensation professionals to assist with this responsibility;
14. Ensure Minutes of the HR Committee meetings are kept.

ACCOUNTABILITY:

The Human Resources Committee is accountable to the Board of Directors and shall work in close collaboration with the Executive/Finance Committee. A status report on the work of the committee shall be provided to the membership at the Annual General Meeting.

TERM OF OFFICE:

The term of office for the Human Resources Committee shall be for two years, with membership on the Committee consistent with the term of the serving Directors.

COMMITTEE MEMBERSHIP:

The Chair of the Human Resources Committee shall be an elected Board Director. Wherever possible, the Chair shall have experience in human resources policies and procedures and knowledge of best practices related to human resources management. The Chair shall be appointed by the President and confirmed by the Executive Committee.

The Committee shall be comprised of two additional Board Directors. The President will be, ex officio, a member of the Committee. Where appropriate, the Executive Director will be the staff resource person to the Committee. The Committee may engage such external consultants and compensation and performance experts as may be necessary from time to time.

Approval:

These Terms of Reference shall be approved and may be reviewed and revised by the Board of Directors at a regular meeting of the Board.

Approved: Board of Directors, March 15, 2022

Updated: Board of Directors, April 19, 2022

Revised: Board of Directors, December 13, 2022