

Swansea Town Hall Human Resources Committee Terms of Reference

Type of Committee Standing

Membership

The Human Resources Committee shall be headed by the Chair of the Board of Management. It shall include the Vice Chair and at least one other member of the Board of Management, and may contain not more than one staff member who is not the Executive Director. The membership of the Human Resources Committee must be approved by the Board. The Executive Director acts as a staff aide to the Committee, and is not a member of the Committee.

Responsibility

The Committee is responsible for all aspects of human resource and personnel matters at the Swansea Town Hall.

Duties:

- the preparation and revision, as necessary, of the organization chart
- preparation and revision, as necessary, of job descriptions that are rated through the City of Toronto Job Evaluation process and assigned wage grades
- the development of Human Resource policies for approval by the Board
- overseeing of the administration of wage and benefit packages
- the hiring and overseeing of the Executive Director
- overseeing of the Executive Director hiring employees of the Town Hall
- to ensure performance appraisals of employees are conducted
- to participate in processes as set forth in the Human Resources policy with regard to termination and reclassification of employees
- to confer with and advise the Executive Director in special circumstances not covered in established policies.

Meetings

The Committee will meet on an ad hoc basis as required

In camera meetings:

At the option of the Chair of the Committee, each Human Resources Committee meeting may hold a session in camera with only Board representatives present.