

TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE

COMMITTEE:	Governance Committee	PASSED:	14 March 2014
TOPIC:	Board Governance	AMENDED:	26 November 2015; 26 May 2016; 23 June 2016; 29 June 2017
		REVIEW PERIOD:	As required.

The Library Board Chair, in consultation with members of the Board, shall appoint a Human Resources Committee annually, comprised of the Board Chair and two other Board members, for the purpose of monitoring and reviewing personnel matters of the Library. The Chair shall be selected by the membership of the Committee at its first meeting of the year.

Monitoring and reviewing personnel matters of the Library includes:

- Reviewing the content and scope of the Library’s Human Resources policies and any other polices that may involve or impact human resource management and development
- Recommending policy changes to the Board
- Being apprised of any potential risks in the area of human resource management, such as those pertaining to human rights, morale issues and legal obligations such as mandated by WorkSafeBC

The Human Resources Committee shall manage all human resource issues relating to the Director of Library Services including recruitment, hiring, the setting of expectations and performance goals, the regular review of expectations and performance goals, the conducting of the Performance Review and the termination process.

In the Performance Review of the Director of Library Services, the Human Resources Committee is responsible for:

- Gathering and collating Board feedback on the Director of Library Services’ performance
- Reviewing and providing a formal evaluation of the Director of Library Services’ annual goals and performance outcomes
- Reviewing the total compensation package and making recommendations to the full Board regarding any changes
- Developing and revising the performance review system as needed

The Human Resources Committee may participate in and assist the Director of Library Services with any significant Labour Relations issues. According to the *BC Library Act*, this may include the hiring and dismissing of employees, entering collective agreements with employees and setting the terms of their employment, including fixing their remuneration and duties. In accordance with the *BC Library Act*, the Director of Library Services undertakes these duties on behalf of the Library Board.