

# Society of St Vincent de Paul National Council of Canada

## Committee Terms of Reference

<u>Committee Name:</u>	<b>Human Resources</b>
<u>Type:</u>	Ad hoc
<u>Goals:</u>	To make recommendations to the Executive Committee regarding staffing needs, recruitment, performance evaluation and human resources issues.
<u>Membreship:</u>	<ul style="list-style-type: none"><li>• National Council President (ex-officio)</li><li>• 2 members of the National Executive Committee, appointed by the National President.</li><li>• Executive Director, when appropriate</li></ul>
<u>Meetings:</u>	As required
<u>Responsible to:</u>	National Board of Directors
<u>Reporting &amp; Deadlines:</u>	<ul style="list-style-type: none"><li>• to National Executive Committee</li><li>• to the National Board of Directors</li></ul>
<u>Specific Duties, Functions or areas of Responsibility:</u>	
<ul style="list-style-type: none"><li>a) To hire and dismiss employees, as directed by the Executive Committee.</li><li>b) To recommend remuneration and benefits to employees of the National Office to the Executive Committee.</li><li>c) To review, investigate and make recommendations to the Executive Committee about human resources needs and issues.</li><li>d) To complete the Performance Evaluation Report of the Executive Director, and other employees, when required, for the approval of the National President.</li></ul>	
<u>Approval/Review Date:</u> annually	
Board of Directors Approval: May, 2005	
Revised: To be submitted to the Board .	