



HUMAN RESOURCES AND VOLUNTEER ENGAGEMENT COMMITTEE

Terms of Reference

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|-----------------|---|--------------------------|
| RESPONSIBLE TO: | Board of Directors | |
| MEMBERSHIP: | Chair: | Appointed by Board Chair |
| | Vice-Chair: | Appointed by Committee |
| | Members: | Appointed by Board Chair |
| | Board Chair: | Ex-officio |
| | Beacon CEO: | Ex-officio, non-voting |
| MEETINGS: | At least twice a year or more often if needed | |
| QUORUM: | At least three voting members | |

The Human Resources and Volunteer Engagement Committee is tasked with ensuring that Beacon Community Services' human resources capital (both paid and voluntary) is managed and supported in a manner consistent with the organization's mission, vision and values.

To this end, the Committee performs the following functions.

On at least an annual basis, the Committee reviews policy issues related to non-contract compensation and also reviews the following H.R. indicators as they apply to staff and volunteers:

1. Long Term Disability (LTD)
2. Sick Leave
3. WCB
4. Safety
5. Recruitment, Retention and Succession Planning
6. Training and Development
7. Relevant legislative changes

The committee looks for trends and analysis to inform recommendations to the Board on initiatives that Beacon Community Services might undertake -- or on policy issues it might advance -- to further support and develop its human resources capital.

The committee also considers staff engagement (satisfaction) and examines the volunteer forces within Beacon, reviewing recruitment and retention as well as new and emerging research to support continued volunteer development.

The committee works to align its recommendations and efforts with Beacon's strategic plan and work in concert with Beacon's quality improvement processes and their key indicators.

The committee will also recommend, for the Board's consideration, candidates to receive honorary lifetime membership in Beacon and/or other recognition as may be appropriate.