

Terms of Reference: Human Resources Committee

Mandate

The Human Resources Committee assists the Board of Directors in fulfilling its oversight responsibilities regarding the excellence in the management of the organization's employees and volunteers as well as undertaking such other duties as the Board may from time to time assign by resolution.

Responsibilities

1. To provide oversight to the organization's Human Resources policies and overall compensation design;
2. To review succession planning with respect to the ED and the direct reports of the ED;
3. To provide feedback and advice to management on Human Resource risks and monitor risk plans to address identified risks;
4. To define the process for the performance review of the Executive Director including seeking engagement from staff and other stakeholders when appropriate;
5. To act in an advisory capacity to the Executive Director in matters related to Human Resources of UWGWD;
6. To monitor organizational compliance with Human Resource Policies and relevant legislation; and
7. Other duties as assigned by the Board.

Membership

Members to the committee are appointed annually by the Board of Directors. The committee will be comprised of no less than 3 members. Members may include volunteers who are not Board Directors but the majority of members must be Directors.

Quorum

A majority of voting members will constitute a quorum.

Decision Making and Voting

Whenever possible decisions will be made by consensus. If consensus cannot be reached, the issue will be put to a vote. If requested, dissenting views will be recorded in the minutes.

Staff and other resources to the committee are non-voting members.

Role of the Committee Chair

1. To convene meetings.
2. To create meeting agendas.
3. To chair the meetings of the committee.
4. To ensure that minutes are taken and distributed.
5. To ensure that members of the committee attend meetings regularly and follow through on assigned tasks.

6. To report to the Board after every meeting.

Meeting Schedule

The committee will meet monthly and as needed at the discretion of the committee chair.

Accountability

The Human Resources Committee is a Standing Committee of and accountable to the Board of Directors and will report to the Board after every meeting, both for information and when a decision is required.



United Way
Guelph Wellington
Dufferin

Finance, Audit & Risk Committee Mandate

Mandate

The Finance, Audit & Risk Committee provides additional Board oversight of UWGWD's finance and business affairs and undertakes such other duties as the Board may from time to time assign by resolution.

Responsibilities

1. To review and recommend the annual budget and financial statements to the Board for approval;
2. To monitor the financial performance of UWGWD and bring any concerns to the Board;
3. To review the scope of the annual external audit, meet with the auditor and review the annual audited financial statements and auditor's report prior to the Annual General Meeting;
4. To recommend to the Board the appointment and remuneration of the auditors;
5. To recommend an Investment Policy to the Board for approval;
6. To review management's assessment of business risks, ensuring that Board approval, systems and internal controls are in place to identify, monitor and mitigate such risks;
7. To review specific issues deemed of material financial impact and make recommendations to the Board;
8. To act in an advisory capacity to the Executive Director in matters related to the financial affairs of UWGWD;
9. To review and recommend any amendments to the Board's Finance and Risk Policies; and
10. Other duties as assigned by the Board.

Membership

The Treasurer will chair the committee.

Members to the committee are appointed annually by the Board of Directors. The committee will be comprised of no less than 3 Directors. Members may include volunteers who are not Board Directors but the majority of members must be Directors.

Quorum

A majority of voting members will constitute a quorum.

Decision Making and Voting

Whenever possible decisions will be made by consensus. If consensus cannot be reached, the issue will be put to a vote. If requested, dissenting views will be recorded in the minutes.

Staff and other resources to the committee are non-voting members.

Role of the Committee Chair

1. To convene meetings.
2. To create meeting agendas.
3. To chair the meetings of the committee.
4. To ensure that minutes are taken and distributed.
5. To ensure that members of the committee attend meetings regularly and follow through on assigned tasks.
6. To report to the Board after every meeting.

Meeting Schedule

The committee will meet monthly and as needed at the discretion of the committee chair.

Accountability

The Finance & Audit Committee is a Standing Committee of and accountable to the Board of Directors and will report to the Board after every meeting, both for information and when a decision is required.



United Way
Guelph Wellington
Dufferin

Governance Committee Mandate

Mandate

The Governance Committee assists the Board of Directors in fulfilling its oversight responsibilities regarding the effectiveness of governance and in the development and succession-planning for the Board and its committees.

The Governance Committee shall also be responsible for reviewing and making recommendations to the Board with respect to the United Way Guelph Wellington Dufferin's By-laws and policies, auditing compliance with these, and undertaking such other duties as the Board may from time to time assign by resolution.

Responsibilities

1. To annually identify intentions of current Directors with respect to their continuing service on the Board to ensure timely succession planning for the Board and its committees;
2. To establish a process for identifying, recruiting, and recommending Board candidates for presentation to the Membership at the Annual Meeting;
3. To arrange for the orientation of new members of the Board and ongoing education and development for Directors;
4. To review the By-laws and Board policies that govern the Board and its committees to ensure their currency and effectiveness in achieving the annual and long term goals of the United Way Guelph Wellington Dufferin, making recommendations to the Board regarding any changes;
5. To directly monitor organizational compliance with Board policies or ensuring that the Board or another committee is overseeing compliance;
6. To assist in developing annual Board goals and workplans;
7. To develop and oversee evaluation processes of the Board, individual Directors, the Board Chair and the effectiveness of Board and committee meetings and culture, and;
8. Other duties as assigned by the Board.

Membership

Members to the committee are appointed annually by the Board of Directors. The committee will be comprised of no less than 3 members.

The Chair is an ex-officio member with voting rights.

Quorum

A majority of voting members will constitute a quorum.

Decision Making and Voting

Whenever possible decisions will be made by consensus. If consensus cannot be reached, the issue will be put to a vote. If requested, dissenting views will be recorded in the minutes.

Staff and other resources to the committee are non-voting members.

Role of the Committee Chair

1. To convene meetings.
2. To create meeting agendas.
3. To chair the meetings of the committee.
4. To ensure that minutes are taken and distributed.
5. To ensure that members of the committee attend meetings regularly and follow through on assigned tasks.
6. To report to the Board after every meeting.

Meeting Schedule

The committee will meet monthly and as needed at the discretion of the committee chair.

Accountability

The Governance Committee is a Standing Committee of and accountable to the Board of Directors and will report to the Board after every meeting, both for information and when a decision is required.