

**Mount Pleasant Community Association (“MPCCA”)
Committee Terms of Reference**

- COMMITTEE NAME:** Human Resources Committee (the “HR Committee”)
- 1.0 TYPE OF COMMITTEE** Standing
- 2.0 MEMBERSHIP** Consists of the President and the Community Recreation Supervisor of Mount Pleasant Community Centre (the “CRS”) and Child Care Director (the “CCD”) as well as any member of the board of directors. Other board or staff members may be asked as required.
- 3.0 CHAIRPERSON** The President, provided that the chairperson may appoint an alternate chairperson to perform the functions of the chairperson in the absence of the president.
- 4.0 MEETINGS**
- 4.1 Regular Meetings
Regular meetings shall be held monthly at the Mount Pleasant Community Centre. The day and time will be established by the committee annually and communicated to all committee members. Members may attend via conference call.
- 4.2 Special Meetings
Special Meetings shall be held when called by the chairperson. Notice of the time, place, and subject of all special meetings shall be given to all members of the committee no later than two days before the date of the meeting.
- 4.3 Minutes
Notes taken by Committee Members. No formal minutes taken.
- 4.4 Voting
Motions duly made and seconded shall be decided by consensus or majority vote of voting members, provided that Park Board and MPCCA staff shall not have voting rights.
- 5.0 REPORTING** Reports submitted to the Executive or Board of Directors as needed on issues or policy decisions.
- 6.0 RESPONSIBILITIES** The HR Committee is responsible for the development, review, interpretation, and implementation of human resource policy, practices and general guidelines for staff and volunteers of the Mount Pleasant Community Centre.

7.0 MANDATE

- To recommend human resource policy, practices and general guidelines for staff and volunteers of the MPCCA.
- To assist, with the CRS, CCD in the appointment, development, direction and termination of staff within the limits of the human resource policy and guidelines.
- To assure effective communication between staff, volunteers, and the Board of Directors.
- To encourage an awareness of the working relationship that exists among board members, staff, volunteers, and the community.
- To encourage staff and volunteer development by such means as orientation, education opportunities and performance reviews.
- To work with the CRS, CCD and/or other staff to resolve issues/occurrences that are not outlined in the human resource policy guidelines.

8.0 SPENDING AUTHORITY

Up to \$500 in each calendar quarter. This amount is not cumulative. Any single item over \$500 shall be approved by the Board of MPCCA. All spending approved by the Committee shall be noted in the meeting minutes of the Board.

Approved by MPCCA Board of Directors on