

Call Out Human Resources Committee

Dear Members,

In accordance with the Terms of Reference for the Human Resources Committee listed below the Auxiliary is seeking qualified candidates to come forward and serve as members of the Human Resources Committee for the term of 3 years.

See attached Policy below updated November 28, 2021.

We ask that your resume be sent via email to all the Nominating Committee members by Friday, September 02, 2022 by 2200. Please follow the requirement of having no more than two hundred (200) words stating your qualifications for the position as per the Bylaws.

The following are the Nominating Members name and email address:

Rodney Turcotte

RODNEY.TURCOTTE@forces.gc.ca

Al McCambridge

al.mccambridge@rcmp-grc.gc.ca

John Levantis

john.levantis@gmail.com

Nigel Spink

nigel.spink@gmail.com

Peggy Griffin

pastpresident@ccga-ca.com

We thank all interested members for considering serving on the Human Resources Committee.

Peggy Griffin

Chair Nominating Committee

Policy

The Human Resource Committee shall review and may make recommendations related to all personnel.

Reason for Policy

To set the Terms of Reference for the Human Resource Committee.

Procedure

The Human Resources Committee assists the Board in:

- Ensuring the CCGA has an effective organizational structure.
- Establishing and reviewing written HR management policies in all areas of HR management.
- Developing and reviewing paid staff recruitment and retention policies and programs including succession planning.
- Ensuring appropriate processes are in place for the selection, evaluation, compensation and succession of the paid staff.
- Ensure proper health and safety protocols are in place including proper health and safety manuals where required.
- Such other related initiatives as may be necessary to enhance the human resources of the CCGA.

Responsibilities:

- Review annually CCGA staff structure, compensation philosophy, performance management system and compensation guidelines, and human resources policies, and recommend to the board any necessary changes.
- Review the annual adjustments to compensation proposed by the Executive Manager.

Succession Planning

- Maintain and annually review the management board and the office staff succession plans.
- Conduct exit interviews of individuals leaving the management board or office positions.

Composition of the HR Committee

The Committee shall consist of three (3) members at large plus the Vice President as chairperson and the Past President. The Executive Manager shall sit as an advisory member of the committee when requested.

Appointment of Members

The nominating committee will provide a callout for members interested in the HR Committee within two weeks of the AGM or within two weeks of a vacancy occurring on the committee. The nominating committee will evaluate the applications for experience and knowledge in the Human Resources field and make their recommendation for appointment

to the Vice President accordingly. Members do not need experience or knowledge of the human resources field, but it is recommended. The board will appoint the members of the committee after reviewing the recommendations of the nominating committee

Terms

All positions will run concurrent with the Vice President position. Members appointed in 2018 will serve until the AGM 2019. Members appointed following the AGM in 2019 will serve a three- year term concurrent to the Vice President. All positions and callouts will be monitored by the Vice President.

Reporting

The committee Chair will report to the President and the committee is accountable to the Board of Directors.

The committee will report to members at the Annual General Meeting.

Review and Approval

These terms of reference will be reviewed by the incoming Vice President within 6 months of taking office.