

**Ottawa Gymnastics Centre  
Human Resources Committee  
Terms of Reference**

**1) Mandate**

- a) The mandate of the Human Resources Committee (the Committee) is to assist the Board of Directors of the Ottawa Gymnastics Centre (OGC) in fulfilling its obligations to serve the best interests of the sport of gymnastics, the OGC and its members, where these obligations are related to human resource matters.

**2) Composition and Meetings**

- a) The Committee shall be composed of not fewer than 3 directors.
  - i) One member of the Committee will be a Board member.
  - ii) One member of the Committee may be a non-OGC member.
  - iii) One other member may be named by the Board.
- b) All members will have human resources experience as deemed appropriate by the Board.
- c) The Committee shall meet at least 6 times per year.

**3) Human Resource Duties and Responsibilities**

Subject to the powers and duties of the Board of Directors, the Committee will:

- a) Document annual performance objectives for members of Executive Management;
- b) Recommend a performance review process for members of Executive Management, and when approved, lead the process;
- c) Review and recommend Executive Management's compensation, including any incentive, bonus, benefit and retirement plans, to the Board for approval;
- d) Review and recommend a succession plan for Executive Management, including recruitment and training programs;
- e) In consultation with members of Executive Management, review and recommend the annual salary allocation among full-time part-time OGC staff;
- f) In consultation with members of Executive Management, conduct an annual review of the OGC's Human Resources policies and procedures, and recommend changes to the Board;
- g) Function as the final level of appeal in the grievance process for OGC staff, consistent with the OGC's grievance policy;
- h) Provide advice to Executive Management related to any personnel or HR-related matters as appropriate;
- i) Review major changes in the organizational structure of OGC staff as proposed by members of Executive Management;
- j) Ensure that an exit interview is conducted with departing members of Executive Management and Program Coordinators.
  - i) In the event that a member of Executive Management is leaving the OGC, the HR Committee Chair will conduct the meeting; in the event that a Program Director is leaving the OGC, a member of Executive Management will conduct the interview in the presence of one member of the HR Committee;
- k) Consult with legal counsel when appropriate should the Board or Executive Management require advice with regards to employment law.

**4) Duties of the Chair**

The Chair of the HR Committee shall:

- a) Call and chair meetings of the Committee;
- b) Set the agenda;
- c) Ensure the Committee fulfills its mandate in keeping with its terms of reference;
- d) Maintain the personnel file of members of Executive Management;
- e) The Chair has no authority independent of the Committee.

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**5) Authority**

The OGC Board of Directors delegates to the Human Resources Committee the authority to:

- a) Conduct the performance review of members of Executive Management at least twice a year (mid-year and at year-end);
- b) Rule on any staff grievance brought forward as the final step in the appeals process;
- c) Prepare recommendations on all other actions for the approval of the Board.

**6) Accountability**

- a) The Committee is accountable to the Board to fulfill its responsibilities while maintaining the confidentiality in all personnel matters.

**7) Reporting**

- a) The Committee Chair will provide a verbal report to the Board at its regular monthly meetings.
- b) The Committee Chair will report to the Board on the completion of the performance review of members of Executive Management.

**8) Committee Timetable**

The timetable on the following page outlines the Committee's activities.

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	As needed	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
3a. Document EM annual objectives				☐									
3b. Recommend EM performance review process to Board			☐										
3b. Conduct EM performance review				☐									
3c. Review EM compensation				☐									
3d. Review EM succession and development plans			☐										
3e. Review staff compensation report													
3f. Review OGC HR policies and procedures			☐										
3g. Review and recommend changes to OGC HR policies and procedures to Board			☐										
3g. Serve as final appeal for staff grievances	☐												
3h. Provide advice to ED	☐												
3i. Review and recommend major changes to org structure	☐												
3j. Conduct exit interviews	☐												
3k. Consult legal counsel	☐												