Terms of Reference: Human Resources Committee

1. **Mandate:** The Human Resources Committee is an appointed committee of the Board of Swim BC as per Article 8, Section 8.01 of the Swim BC Bylaws.

2. **Purpose:** The Human Resources Committee assists the Board in:
   i. Ensuring that Swim BC has an effective organizational structure and competitive human resources;
   ii. Establishing and reviewing written Human Resource management policies
   iii. Developing and reviewing recruitment and retention policies and programs, including succession planning;
   iv. Ensuring appropriate processes are in place for the selection, evaluation, compensation, and succession of the Executive Director; and
   v. Such other related initiatives as may be necessary or desirable to enhance the human resources team.

3. **Key Duties:** Subject to the powers of the Board, the Committee will perform the following key tasks:

   Policies and Compensation
   i. Annually, review and provide recommendations to the board regarding Swim BC's organizational structure, compensation philosophy, performance management system and compensation guidelines.
   ii. Annually, review adjustments to staff compensation as proposed by the Executive Director.

   Succession Planning
   i. Annual review of the Executive Director's succession and development plans for Swim BC staff.
   ii. Conduct exit interviews of individuals leaving executive positions.
   iii. Responsible for ensuring best practices are upheld in the case of hiring, supervising, evaluation, and training of the Executive Director.

4. **Policy Responsibility**
   i. Employee Handbook (maintained in conjunction with the Executive Director)
   ii. Board Policy
   iii. Delegation Policy

5. **Composition and Appointment:** The Human Resources Committee is composed of three (3) persons, one of which is the Chair. The Chair is a member of the Swim BC Board of Directors and is appointed by the Board of Swim BC on the recommendation of the President.

   The remaining members of the Committee are appointed by the Board. Members will serve from appointment until the re-striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the remaining members of the Committee may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee on the recommendation of the majority of the Committee.

6. **Staff Support:** The Executive Director (ex officio) acts in a support and/or advisory role to the Committee.

7. **Meetings:** The Committee will meet by an acceptable video conference online platform and in person, at least once per year and otherwise as necessary. Meetings will be called by the Chair or as requested by any Committee member.

   All Committee members must be in attendance to achieve quorum.

8. **Term:** The Committee is reappointed on an annual basis.

9. **Evaluation:** The Board of Directors will evaluate the performance of the Committee against the accomplishment of the Committee's Purposes and Key Duties.

10. **Reporting:** The Committee will report its activities to the Board at the next scheduled Board meeting. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.

11. **Review:** The Board of Directors will review these terms of reference every two (2) years.

Approved by the Board: August 2026

Next review: August 2028