



Human Resources Committee

Terms of Reference

Revised June 13, 2019

1. Name and Type of Committee

The Human Resources Committee is a standing committee of the Athabasca Watershed Council (AWC) Board of Directors.

2. General Purpose

The purpose of the Human Resources Committee is to support the AWC by advising the Board of Directors and making recommendations on employment matters, in support of the AWC vision, mission and values.

Vision: The Athabasca watershed is ecologically healthy, socially responsible, and economically sustainable. (Updated January 9, 2019)

Mission: The Athabasca Watershed Council demonstrates leadership and facilitates informed decision-making in the Athabasca watershed by bringing stakeholders and Indigenous peoples together to promote, foster respect, and plan for an ecologically healthy watershed that supports social responsibility and economic sustainability. (Updated January 9, 2019)

Values:

- We value integrity, trust, and transparency.
- We respect all points of view.
- Water is a blessing and gift and is essential for the environment, society, the economy and the spirit.
- We respect the environment and people.
- We believe in consensus decision making.
- We respect economic necessities.
- We value a high standard of achievement and conduct in the Athabasca Watershed Council.
- We value ecological health as foundational to all life.
- We value timely responses to issues.
- We value and respect the Indigenous communities, culture, and knowledge in the Athabasca watershed.
- We value inclusivity.
- We value creativity, innovation, and risk taking.
- We are responsible and accountable to all members.
- We are purpose driven.

3. Duties and Responsibilities

- Provide support and recommendations to the AWC Board of Directors.
- Suggest updates or modifications to the AWC Employee Handbook, as necessary.
- Ensure that all employment processes adhere to provincial labour standards and regulations and to the Employee Handbook. These duties may include, but are not limited to:
 - Assess the AWC's staffing needs and develop an appropriate title and description for the Administrator position.
 - Recruit applicants for the position.
 - Review applications and conduct interviews.
 - Develop and negotiate an employment contract.
 - Ensure adequate training and provide ongoing support.
 - Review and make recommendations on employee grievances.
 - Review and make recommendations on disciplinary matters.
 - Ensure that the Administrator acts in accordance with the Employee Handbook when dealing with any and all other employees of the AWC.

4. Composition and Appointments

- The committee must have a minimum of three (3) members.
- Committee members must be members of the AWC Board of Directors to ensure their participation in in-camera discussions at Board meetings.
- Expert advisors, including legal experts and those with expertise in HR issues, outside of the Committee may be invited by the Committee to provide expertise and advice to the Committee.
- The Board of Directors approves appointments of members to the Committee, and these appointments are reviewed annually.
- The Committee selects one (1) Chair or two (2) Co-Chairs from among the AWC members of the Committee.
- Committee members are encouraged to serve minimum one (1) year terms.
- All sectors of the AWC-WPAC Board are encouraged to be represented on the Human Resources Committee.

5. Meetings

- Face-to-face or teleconference meetings will be held as needed.
- Meetings are called by the Chair or Co-Chair and will also be called by the Chair or Co-Chair upon request in writing from any two Committee members.

6. Financial and Staff Resources

- Funding is approved by the Board in the operational budget.
- Administrative staff provides support.

7. Accountability

- All Committee recommendations must be approved by the Board before implementation.
- Provide Committee updates for review and discussion at each Board of Directors meeting.
- Meeting minutes are recorded and distributed to Committee members and the Board.

8. Terms of Reference Review

- Review annually and if required submit revisions to the Board of Directors for approval.