

Human Resources Committee Terms of Reference



Eastern Edge, established in 1984, is Newfoundland and Labrador's first artist-run centre for visual arts. Eastern Edge is committed to an organizational culture that values and promotes diversity, inclusion, and equal opportunities. Eastern Edge's Board of Directors is responsible for ensuring the organization has adequate human resources. To assist in meeting this responsibility the Board will appoint a Human Resources Committee in accordance with the following terms.

Mandate:

The Committee assists the Board in fulfilling its oversight responsibilities with respect to strategic human resources matters and ensures the values of Eastern Edge are reflected and that respect is provided to Equity, Diversity, Inclusion, Anti-Racism, and Indigenization in decisions of the Committee.

Responsibilities:

The Human Resources Committee is responsible for the following:

- Providing oversight to the [Human Resources Policy](#) and [Board of Directors Manual](#), including reviewing and recommending any changes to the HR policy and associated procedures to the Board of Directors.
- Addressing and resolving all disciplinary actions as well as all staff relations, human resource management concerns and/or grievances.
- Recommending any revisions to all job descriptions, reviewing and recommending changes to the salary guideline ranges, and interviewing applicants for all senior management positions.
- Verifying of employment information provided by the applicants for staff positions.
- Any and all other duties and activities outlined in the HR Policy or directed by the Boards of Directors.

Composition:

The Human Resources Committee shall consist of three individuals appointed by the Board of Directors. The Committee will be chaired by a Board member.

Additional individuals may be invited as non-voting members by the Chair, based on need.

Quorum:

Quorum shall be all voting members of the committee.

Meetings:

The Committee shall normally meet not less than four (4) times a year with other meetings being called based on operational need.

If a Committee member has missed a total of two (2) scheduled meetings in a given year without prior acceptance of the committee Chair, they may be asked to resign their position.

Reporting:

The Human Resources Committee will report activity regularly to the Board of Directors through the committee Chair at regular Board meetings.

The committee Chair will provide an Annual Activity Report at the Annual General Meeting of Eastern Edge.

Approved by the Board of Directors on November 7, 2024.