

## **Wesley Urban Ministries ("Wesley")**

### **Personnel Committee**

#### **Terms of Reference**

**Approved by the Board of Directors, June 26, 2013**

#### **Authority**

1. The Personnel Committee of Wesley Urban Ministries (the "Committee") is created by, and is responsible to, the Board of Directors of Wesley Urban Ministries (the "Board").

#### **Membership and Term of Office**

1. The Committee shall consist of from three (3) to five (5) members, of which a majority of members shall also be elected members of the Board.
2. The members of the Committee shall be approved by the Board and shall be appointed for a term of two (2) years, and may be reappointed at the discretion of the Board for a maximum of two additional term of two (2) years. Appointments and terms of office shall be scheduled to provide for a reasonable continuity within the Committee.
3. The members of the Committee shall elect a Committee Chair who shall be a member of the Board.

#### **Committee Role**

1. The Committee shall assist the Board with respect to personnel policies and procedures relating to personnel.

#### **Committee Operating Principles**

1. The Committee shall operate in accordance with Wesley's By-laws and Board policies.
2. The Executive Director and Director of Human Resources shall provide support and guidance to the Committee.
3. The Committee is authorized to access internal and external resources, including external counsel, experts, and advisors, as the Committee requires, at its discretion, and upon approval of the Board, to carry out its responsibilities.
4. The Committee shall meet monthly, with additional meetings as required by the Committee Chair, and upon the request of the Board Chair, or the Board.

5. At Committee meetings a quorum shall be a majority of the members of the Committee.

### **Duties and Responsibilities**

The Committee's duties and responsibilities shall include the following:

1. Ensure that personnel policies and procedures are in place, adequate and subject to regular review and updating.
2. Provide assistance to the Executive Director upon request or as situations dictate.
3. With the Board Chair, evaluate the performance of the Executive Director on an annual basis. The evaluation process shall be established by the Board after receiving recommendations from the Committee.
4. Annual review of the Human Resources Manual and the Health and Safety Manual.

### **Key Relationships**

The Committee's key relationships shall be with:

1. The Board, to whom the Committee is accountable.