



**Position: Member, Human Resources (HR) Committee (VOLUNTEER)**

**Reporting to:** Chair of the HR Committee

**Hours/week:** 1 hours/week (*monthly meetings with tasks assigned between meeting dates*)

**Term of volunteer position:** 2 years with a renewable term

**Location of volunteerism:** Remote meetings with the potential of occasional in-person meetings

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**Position Purpose:** The purpose of the Human Resource Committee (HRC) is to assist the Board of Directors (BOD) of Restorations Second Stage Homes (RSSH) in fulfilling its governance responsibilities with respect to human resource matters. The HRC is a Standing Committee of the BOD that advises and reports to the BOD.

A member of the HR Committee will lend their expertise to seeing the work of the committee completed.

**Responsibilities of the HR Committee**

- Ensure that RSSH's adherence to employment practices meet the statutory and regulatory requirements of employment standards, human rights, and other applicable legislation, and that the HR strategy supports RSSH's strategic plan.
- Provide general oversight of policies that ensure RSSH's compliance with occupational and environmental health and safety legislation, relevant regulations and standards and codes of practise.
- Review annually the adequacy and effectiveness of Human Resource documents including the HR Policy Manual, the Employee and Volunteer Handbooks, and committee terms of reference, making

recommendations for change as appropriate to the Executive Director and the BOD.

- Make recommendations to the Development Discussion (“performance review”) process as necessary.
- Make recommendations regarding proper orientation, support, and continuing education for the BOD on anything deemed relevant.
- Maintain a horizontal scan/global watch for human resource development, best practices, and other opportunities relating to non-profit organizations that could lead to growth and improvement of the human resource activities of RSSH.
- Review committee’s Terms of Reference every three (3) years, and evaluate the HRC’s performance against them.
- Additional duties as delegated to the HRC by the BOD.
- For the purpose of carrying out its duties, the HRC may, with prior approval of the BOD, engage legal counsel, HR advisors, or advisors with specific expertise.

### **Competencies**

***A volunteer with knowledge, experience, and/or training in the field of human resource which could be measured in any of the following:***

- Post-secondary degree in Human Resources, Business, or related discipline an asset.
- Professional experience in Human Resources.
- Knowledge of social justice, law, human rights, equity, diversity, and inclusion an asset.
- CHRP or CHRL designation preferred.
- Canadian Certified Inclusion Professional (CCIP) certification, Leadership Diversity and/or Inclusion Certificate an asset.
- Relevant experience with a focus on organizational support in planning, developing, and implementing programs specific to Inclusion & Diversity.
- Knowledge of related legislative requirements, including Occupational Health & Safety Act, Employment Standards Act, Labour Relations Act, Human Rights Act, Accessibility for Ontarians with Disabilities Act, payroll-related legislation.
- Strong commitment to anti-racism.

- Experience in not-for-profit sector is an asset.

***Essential Skills and Abilities:***

- Passionate about connecting with and learning from diverse communities.
- Excellent interpersonal skills.
- Ability to advocate and influence change.
- Discretion, judgement and ability to deal with highly confidential information, sensitive issues and emotional situations.
- Experience in a client service or customer-facing leadership role, enabling organization to build and execute their Diversity, Equity, and Inclusion (DEI) plan to achieve measurable results.

**Requirements**

- Current Criminal Record Check with vulnerable sector screening required.
- Commitment to Restorations' mission, vision, values, and priorities.
- Adherence to Volunteer Code of Conduct.

**Resources that contribute to the role description:**

- Human Resources' Committee's Terms of Reference