



TERMS OF REFERENCE FOR ICAR BOARD COMMITTEE ;

HUMAN RESOURCES

Version: 1.3

Date: 3rd August 2018

Status: For Approval by ICAR Board August 24th, 2018

Changes from V1.2 (7th Feb 2018) to V1.3 (03rd Aug 2018);

- President has simplified and rewritten for Board approval

Changes from V1.1 (30th Jan 2018) to V1.2 (7th Feb 2018);

- 3.1a - changed numbers of members from 5 to 7 to read 3 to 5 members

Changes from V1.0 (23rd Feb 2017) to V1.1 (30th Jan 2018);

- 2.g and 4. Removed Board succession planning – will be covered elsewhere
- 3.1 Removed Geographical reference for members- nor relevant
- 3.1 Added recommended number in SC (5 to 7 members)
- 3.1 Removed CE as Secretary as remuneration is considered.
- 3.1 Removed Table 1; Names of Members of HR SC
- 4. Added Priority to develop an ICAR Grievance SOP

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1 Objectives of the Committee for Human Resources

The objectives of the Committee for Human Resources are to:

- a. Recruitment and Selection of ICAR CE – ensure that ICAR’s recruitment and selection procedures are consistent with best practice.
- b. Review and recommend annual remuneration for ICAR’s Chief Executive (CE) and Service ICAR CE.
- c. Agree on objectives and perform the annual performance review of the ICAR and Service ICAR CE. This includes the objectives of the organizations and the management of the organization including the staff and consultants.
- d. Review the workforce plan, goals and objectives, and progress report indicators and report to the ICAR Board on potential risks or gaps in resources.
- e. Convene the HR Committee in the event of any grievance or disciplinary matter that may arise with ICAR staff or consultants.
- f. Ensure ICAR CE and Service ICAR CE has implemented the appropriate structure and business plans to run ICAR and Service ICAR efficiently.
- g. Ensure ICAR has in place best practice Human Resource policies with regard to staff performance appraisal and development.
- h. Develop a Human Resources Risk Register for ICAR and Service ICAR which will be presented annually reviewed by the ICAR Board.
- i. Ensure ICAR has an appropriate Health & Safety policy.

2 Operations & Reporting

2.1 Committee Composition

The ICAR Board Committee for Human Resources will be governed by the ICAR Board.

The Committee will be chaired by the President of ICAR.

Members will be ICAR Board members.

The Chair (President of ICAR) will review annually and recommend appointments to the Human Resources Committee to the ICAR Board for approval.

The Committee will be made up of between 3 and 5 members

The Committee, may from time to time, co-opt specialist and expert advice as required based on issue(s) at hand.

The Committee shall meet at least twice per year or more frequently if the business requires its attention.

Quorum for meeting will be 50% of the membership plus one.

Notes, minutes and recommendations of the meetings will be circulated to all ICAR Board members.

Provide an Annual Report to the ICAR Board.

The CE maybe asked by the Committee to leave the meeting for particular items on the agenda.

Each member of the Committee shall have one vote with the Chair casting a vote to create a tie or to break a tie.

2.2 Reporting

Role of CE and Secretariat:

- **Meetings:**
- CE to schedule dates and venues in consultation with Committee.
- Provide notice of meetings to Committee members
- A Secretary of the HR Committee will be appointed by the Chair and Committee at the start of each meeting and to, distribute minutes to the Committee and ICAR Board

Maintain a list of Committee members with up-to-date contact details. Provide an Annual Report to the ICAR Board.

3 Priorities

Priorities are to be established by the Committee and in consultation with the CE. Priorities for the Human resources Committee in 2018 include:

- a. CE Annual Performance Review.
 - Main Areas of CE:
 - Management of ICAR and Service ICAR
 - Management of ICAR and Service ICAR staff and consultants



- Financial operations
 - Communications internal and external
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- b. Develop ICAR Grievance SOP for ICAR CE and staff
 - c. Review adequacy of ICAR's Human Resources capital.
 - d. Develop Human Resources Risk Register for ICAR.
 - e. Other mutually agreeable and appropriate activities.