



## **Admin and Human Resources (HR) Sub-Committee Terms of Reference**

### **Purpose**

The Admin and HR Sub-Committee supports the Management Committee with administration and HR initiatives. It reviews and makes recommendations on the Society's HR strategy and policies. The committee will serve as a resource to the Management Committee on HR matters such as recruitment, training, employee relations, and compensation that align with the Society's mission and goals.

### **Composition**

The Sub-Committee should consist of at least two members from the Management Committee. Specialist skills, knowledge, and experience may be acquired by co-opting additional members for the term. The HR sub-committee should include at least one member with expertise in human resources and/or employment law.

### **Appointment**

The members of the Sub-Committee will be determined by the Management Committee at their first meeting after each year's Annual General Meeting (AGM) and will remain in place until the following AGM.

### **Frequency of Meetings**

The Sub-Committee shall meet at least 2 times each year. A quorum at each meeting shall be 2 members. Sub-Committee members may convene additional meetings, where necessary.

### **Record of Meetings**

The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Deputy Director (Finance and Administration) for record keeping.

### **Reporting**

The Sub-committee's performance will be reviewed annually by the Management Committee.



## **Functions**

### Board Nomination

- Handle any matters delegated or referred to them by the Management Committee as needed.
- Identify suitable board member candidates and assess their interest and availability.
- Identify and evaluate potential board member candidates and assess their suitability for board service based on their skills, knowledge, and experience.
- Ensure that the board is diverse and representative of the community it serves, taking into consideration the needs of the Society.
- Prepare a list of nominees for election to the board, ensuring that the nominees are qualified, willing, and able to serve.
- Provide orientation and training to newly elected board members to help them fulfil their responsibilities effectively.
- Evaluate the performance of current board members and make recommendations for their re-election or replacement as necessary.

### HR

- Review, and approve HR policies and procedures.
- Review job descriptions, salary structure, and review staff salaries and benefits annually.
- Address employee grievances against the Executive Director and handle appeals of the Executive Director's decisions.
- Determine the terms and conditions of employment for the Executive Director and senior management staff.
- Conduct evaluations of the Executive Director.

### Sub-committee members FY2022/2023

- Ms Teresa Chiu
- Ms Carla Barker
- Mr Gerald Tan
- Ms Long Tianhui

*These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Management Committee for approval.*