



Employee Relations Committee (ERC) Terms of Reference

Purpose

To provide an ongoing review of the job performance of the Chief Executive Officer and any human resource issues throughout the year; to be advisory of staff recruitment and/or dismissal with ratification by the Board; to be advisory to changes to the compensation package of the PARA staff where consulted.

Objectives

1. Creation of strategic direction for PARA's human resources (HR); advisory to the PARA Executive Board of Directors.
2. Assessment and review of all HR policies inclusive of remuneration and terms of benefit as detailed in the contract documents, job description documents, and annual evaluation policies.
3. Annual performance review of PARA's Chief Executive Officer; initiated by the ERC Chair.
4. Review of annual performance appraisals of PARA staff initiated by the Chief Executive Officer.

Membership

Members: PARA Past-President (Chair)
 President
 Vice President of Operations and Finance
 Executive Board member (chosen by consensus of the Board)
 Assembly Delegate (elected by the PARA Assembly)
 Chief Executive Officer

Reporting Relationship

The ERC is accountable to the Assembly for all assessments and decisions. This accountability functionally occurs through reporting to the Executive Board who then reports to the Assembly.

Term

Annual; members of the ERC are encouraged to serve for multiple terms where possible.

Meetings

The ERC is to meet biannually with an attempt to hold at least one of these meetings in person. Additional meetings may be called as required.