



## Human Resources Committee

### Purpose

The purpose of the Committee is to ensure the Rossland Historical Museum and Archives Association (RHMAA) provides an appropriate environment for employees so that sound Human Resources (HR) strategies and policies are set and implemented.

### Role

The Committee's role is to assist the RHMAA Board of Trustees in ensuring that employees are provided with an optimal environment and ensure their retention.

#### Role of the Chair

The Chair works with staff to organize committee meetings, develop committee agendas, and ensure minutes are taken. The Chair reports committee activities to the RHMAA Board of Trustees.

### Membership/Composition

The Committee should be composed of a minimum of two trustees and could include community members at the discretion of the existing committee members. Community members shall be voted onto the committee by majority vote by Trustee committee members. Membership is one year. The Chair selection is by majority vote by committee members on an annual basis.

### Duties and Responsibilities

The duties and responsibilities of the Committee are to provide guidance and support for the updating and maintenance of the HR Strategy, including:

- HR Policy Manual
- Succession planning for key RMDC roles
- Orientation and Employee Safety Program
- Evaluation/Development planning options and opportunities for Employees
- Wage Ranges
- Hiring and Evaluation of the Museum Director
- Providing assistance to staff in meeting strategic goals as needed
- Other areas as required.

The Committee shall assist in the improvement and review of the HR Strategy and yearly planning to be approved by the Board of Trustees. The Committee shall also support the Museum Director with HR-specific needs where needed.

### Reporting

The committee reports to the RHMAA Board of Trustees as an advisory committee.

## Meeting Frequency

Quarterly, or as agreed by committee membership.

## Terms of Reference Review

Committee Terms of Reference will be reviewed annually at the first meeting.

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RHMAA President

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Committee Chair

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RMDC Museum Director

Version 1 Approved: March 31st, 2021  
Version 2 Approved: January 25th, 2022  
Version 3 Approved: April 24th, 2023