

Terms of Reference

Human Resources & Nominations Committee

1. Role

1.0 The role of the Human Resources & Nominations Committee is to enable a healthy work environment that will attract and retain the talent needed to contribute to the work and success of the Museum. This includes creating slates with names of individuals who can be named to the Museum of Health Care at Kingston Board of Directors and its subcommittees with the goal of creating capacity to support the work of the Museum and to enable succession planning for the Board of Directors.

2. Responsibilities

2.1 Oversee the management of Human Capital by:

- 2.1.1 creating recruitment and selection processes to fill staff vacancies
- 2.1.2.ensuring that there is an effective onboarding process for all new hires
- 2.1.3 ensuring adherence to processes for performance review and professional development
- 2.1.4 ensuring the Museum complies with the provisions of all current employment and labour laws

2.1.5 identifying any concerns or opportunities to enhance the principles of Equity, Diversity and Inclusion (EDI) within the Museum and make recommendations as appropriate

2.2 To lead and actively support a public recruitment process for Museum of Health Care at Kingston Board and Board subcommittees

- 2.2.1 To submit a slate of nominees for existing or pending vacancies on the Board of Directors
- 2.2.2 To submit a slate of nominees for existing or pending vacancies on Board subcommittees

2.3 Review and recommend approval of all policies assigned to the Human Resources & Nominations Committee

2.4 Review Terms of Reference on an annual basis and make recommendations for revision as deemed necessary

2.5 Self-evaluate the performance of the committee on an annual basis

3. Membership

3.1 Members of the Human Resources & Nomination Committee shall be appointed by the Board of Directors

3.2 The Human Resources & Nominations Committee shall be comprised of no fewer than 5 members, including 1 Director and 4 members of the museum membership and/or community at large.

3.3 The Museum Manager and Curator will serve as ex-officio members.

4. Meetings

4.1 Meetings of the Human Resource & Nominations Committee shall be held at least twice per year, and more frequently at the call of the Chair.

4.2 Attendance at meetings may be in person, by teleconference or electronically (i.e. Skype, Zoom, Team)

4.3 If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting, or alternative submitted written comments in advance of the meeting.

5. Chair

5.1 The Chair will be a member of the Board of Directors

5.2 The Chair shall:

5.2.1 Call meetings of the Human Resources & Nominations Committee

5.2.2 Chair meetings of the Human Resources & Nominations Committee

5.2.3 Designate another committee member to chair a meeting in the Chair's absence

6. Quorum

6.1 Quorum shall be the simple majority (50% + 1) of the voting committee members at the meeting.

7. Decision Making

7.1 The committee shall strive for consensus (i.e. "you can live with the decision") when making decisions.

7.2 If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting").

7.3 If committee members cannot agree, the issue will be put to a vote. When voting, majority (50% + 1) rules provided quorum is met. There shall be no proxy or email voting unless explicitly determined by the committee in advance of the vote.

8. Minutes

8.1 Minutes will be taken by the Museum Manager (or delegate)

8.2 Minutes will be approved at the subsequent meeting.

8.3 Minutes will be stored in accordance with the Museum's practice.

9. Guests

9.1 The Chair may invite a guest(s) to attend meetings as a resource or as required.

10. Accountability

10.1 The Human Resources & Nomination Committee will be accountable to the Board of Directors through the Chair.

Approved by Board of Directors *September 13, 2021*
Last Reviewed by Board of Directors *September 13, 2021*