



## EMPLOYEE RELATIONS COMMITTEE (EDIC) Terms of Reference

### Purpose

To conduct an ongoing review of the Chief Executive Officer's job performance and address human resource issues throughout the year; to advise on staff recruitment and dismissal, subject to Board ratification and to provide guidance on changes to the compensation package for PARA staff when 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 benefits 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

- 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

- Accountable to the Executive Board
- Report to the Assembly, as needed

### 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