



# TAEKWONDO CANADA

## Terms of Reference

### Human Resources Committee

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House of Sport, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7

<b>Committee Name:</b>	Human Resources Committee
<b>Composition:</b>	The Committee will consist of three - five individuals appointed by the voting Members by way of Ordinary Resolution. If any Committee member is interested in being nominated as a Director, he or she shall resign from the Committee.
<b>Chairperson:</b>	The Chair will be appointed by the Committee members with ratification by the Board
<b>Responsible To:</b>	The Taekwondo Canada voting Members and the Board
<b>Purpose:</b>	The Committee's overall responsibility is to assist, advice and recommend to the Board of Directors and/or the Executive Director, as appropriate, relating to human resources, including human resource policies and practices, compensation, succession planning and employment safety matters, and will perform such other duties as are prescribed by the Bylaws of the Association or may be prescribed from time to time by the Board.
<b>Authority:</b>	The Committee is an active advisory Committee to the Board and the voting Members.
<b>Term:</b>	Members of the Committee will serve term from appointment to the next Taekwondo Canada Annual Meeting to which elections are undertaken. Members of the Committee may be re-appointed if a letter of intent is submitted with the call for new nomination process.
<b>Meetings:</b>	The Committee will meet by telephone, electronic-communications or in person, as required, with meetings held at the call of the Chair or two Committee Members.
<b>Quorum:</b>	A majority of Committee Members (50% plus 1)
<b>Voting:</b>	Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution (50% + 1) of the votes cast. In the event of a tie vote, the motion is defeated.
<b>Reporting:</b>	The Committee will report to the Board of Directors at each meeting of the Board of Directors on all its proceedings since the last meeting of the Board of Directors via the Chair or via the minutes of all meetings which will be kept, recorded and sent to the Taekwondo Canada Secretary within 30 days of each meeting of the Committee.
<b>Expenditures:</b>	The Committee will receive resources from Taekwondo Canada to fulfill its mandate as determined by the Taekwondo Canada Board of Directors. The Committee may, from time to time, request and receive administrative support from the Taekwondo Canada office staff.
<b>Removal:</b>	<p>The Members may remove any Committee Member by way of Ordinary Resolution. When a position on the Committee is vacant, the Board will appoint a qualified candidate to fill the position until the next Members Meeting at which point the Members will fill the vacancy for the remainder of the term.</p> <p>(3) meetings, Standing Committee members shall be considered resigned Committee Members that miss two meetings in a row or are not contributing to assignments, shall be considered inactive, and must be reported to the board. Following missing three.</p>

**Responsibilities:**

The Committee will perform the following key duties :

- a) On an annual basis, solicit and consider feedback from staff and the Executive Director regarding the Taekwondo Canada's human resources policies and practices and to review these recommendations with the Board for proposed changes;
- b) Monitor, evaluate, and make recommendations to the Board with respect to policies and strategic matters related to human resources and personnel issues, including, but not limited to, overtime, leaves, vacations, paid holidays, moving expenses and working conditions;
- c) Maintain a consultative role with Executive Director on all human resource issues as appropriate;
- d) Recommend appropriate Executive Director performance management criteria to the President;
- e) Recommend succession planning;
- f) Such other duties as are prescribed by the Members or Board of Directors and the Bylaws of the Association;
- g) Consult with the Executive Director, when requested, on Taekwondo Canada's organizational structure;
- h) Act as necessary as a liaison between the Board and Staff;
- i) Regarding health and safety issues, the Committee shall provide general oversight of policies and processes that ensure compliance with occupation and environmental health and safety legislation, relevant regulations, standards and codes of practice.

**Approval Date:**

Terms of Reference approved by the Taekwondo Canada Board on May 04, 2025.