



TERMS OF REFERENCE – Human Resources and Governance Committee

Purpose

To provide oversight and direction as it relates to succession planning, stability, and diversity of Council in order to establish sound organizational governance. The committee evaluates the skills and abilities of the members of Council to assess strengths and weaknesses, in order to determine and communicate the future Council needs and manage the candidate nomination process. A strong and diverse Council is critical to achieve the Mission of SCPP.

To work with the Chair of the Complaints and Discipline Committees to review potential candidates when positions open on these committees. The Chair of the Human Resources and Governance Committee will bring forth up to three (3) candidates for each vacancy with a recommendation for Council approval.

Responsibilities:

To support the development of standards and guidelines that uphold the Mission, Vision, Values, and Goals of the College, placing patient safety and the protection of the public above all else.

- Communicate with Council to ensure completion of a CASE Self-Assessment Questionnaire via in1touch SCPP database by all Council members;
- Perform gap analysis and summarize for Council;
- Review CASE Self-Assessment Questionnaire and Matrix summary annually to assess if amendments are required based on any identified deficiencies or areas for improvement;
- Update Candidate Information Package based on gap analysis;
- Review Councillor candidate submissions and narrow up to three candidates per electoral category using the Councillor Candidate Assessment Rubric;
- Identify and encourage eligible members to seek nomination for election to Council; encourage other Council members to do the same;
- Identify and encourage current members of Council who have potential to serve as Officers of the College to seek nomination for election;
- Seek out members for the Human Resources and Governance Committee for the following year;
- Identify and encourage members to accept appointments on behalf of SCPP to external organizations and to Council committees;

- Identify and encourage an elected member of Council, not including Officers of Council, Public Members, Ex Officio or Designate Ex Officio, to let their name stand as Honorary Treasurer for one year. The Committee will use the Council CASE Matrices to identify those elected members that have self-identified to have CASE in financial literacy. This would be preferred but not mandatory;
- Advise Council on recruitment and retention strategies such as mentorship and shadowing initiatives;
- Monitor Council structure to ensure it will not fall below the required seven (7) elected members;
- Report to the last meeting of Council in the fiscal year;
- Annually review policy GP-14 Governance Succession and recommend changes to Council.

Appointment of candidates to the Complaints and Discipline Committees:

- Using the most current Complaints and/or Discipline Committee matrix, review resumes/CVs, and responses to the candidate questionnaire against the matrix.
- Liaise with the Chair of the Complaints and/or Discipline Committee to review the slate of candidates against the matrix.
- Select up to three (3) candidates to bring forward to Council and include the recommended candidate(s) from the Human Resources and Governance Committee.

Composition:

At the May/June meeting, Council shall annually appoint up to five (5) individuals to be members of the committee, which shall be comprised of:

- Immediate Past-President (Chair)
- President
- President-Elect
- A Public Representative from Council
- Up to two (2) members who are not currently members of Council and will not be seeking election to Council within the next year.
 - Members should have prior experience on Council. Consideration should be given for whether Council members who are completing their term might be willing to sit on this committee.
 - Members of this committee are not eligible for nomination to Council for the year following service.

- While having a technician on this committee is not a requirement, it is strongly recommended to have at least one on the committee whenever possible.

Meetings:

- Quorum for meetings will be three (3) members of the Committee.
- Meet annually in October, late-January/early-February, and April virtually and at the call of the Chair.

Term of Appointment:

- Members shall be appointed for a one-year term.

Staff Resource:

- SCPP Registrar or designated alternate (non-voting)
- Executive Assistant to the Registrar