

Human Resources Committee - Charter



Structure	The Committee is chaired by a member of the Board. Permanent members include the Chairman of the Board, other Board members and the Chief Executive. Invitees may also attend.
Membership	Current Membership is as follows: Mr K D MacDonald (Chairman) Mr T C Rowe Dr D F McTaggart (Chief Executive) Mr D H Harrison Mr I Brusasco
Secretarial and Meetings	The Head of Human Resource Services shall act as Secretary to the Committee. The Head of Human Resource Services in conjunction with the Chairman of the Committee and the Chief Executive, shall draw up an agenda which shall be circulated at least one week prior to each meeting to the members of the Committee. The Committee shall meet a minimum of three times each year. The Chairman shall convene meetings at such times as he thinks it necessary or when requested by the QIC Board or Chief Executive.
Responsibilities	The Human Resources Committee shall consider any matters that it determines to be desirable relating to the human resource management policies, including staff remuneration policies, of the Corporation. In addition, the Staff Committee shall examine any other matters referred to it by the Board. The particular duties of the Human Resources Committee shall include: <ul style="list-style-type: none">• oversight of the performance review and performance management processes in the Corporation;• monitoring the staff development policies and practices of the Corporation;• oversight of staff remuneration policies and practices;• review and recommend changes to the remuneration (including incentive payments) for the Chief Executive and senior executives reporting to the Chief Executive;• monitor staffing needs and levels in various areas• advise the Board on any other matters referred to it by the Board.
Access to information	The Committee has the authority to seek any information it lawfully requires from any employee of the Corporation and all employees must comply with such lawful requests. The Committee may take such independent legal, financial, remuneration or other advice as it considers necessary.
Reporting to the Board	The Chairman of the Committee shall report the findings and recommendations of the Committee to the Board after each Committee meeting. (Officers of the Corporation - other than the Chief Executive Officer, except where he is personally affected - may need to retire from the meeting of the Board depending on the matters to be reported and discussed.)