

(Name/Logo of Division)

# Recruitment & Retention Committee Terms of Reference

## 1. Purpose

The purpose of the Committee/What it is established to do

## 2. Membership

The composition of the Committee, officials and members

- Officials: Chair and Secretary as decided by the Committee
- Members: Directors of the Board may be appointed by the Chair and/or the senior staff person (Executive Director/Coordinator); others as decided by the Committee

## 3. Meetings

How meetings are conducted; how decisions are made

- Term: How long the Committee will exist
- Frequency: At the call of the Chair
- Quorum: A simple majority of the members of the Committee constitutes a quorum
- Decision Making: Consensus (agreement of most of the participants with minority objections as a result of discussion)

## 4. Minutes

How the action of the Committee is recorded and distributed

- Recording: Minutes of each meeting are recorded by the Secretary or delegate
- Distribution: Minutes are circulated to Committee members and the Board

## 5. Reporting/Relationship

How the Committee reports and relates to the Board

- Reporting: The Committee reports to the Board on a quarterly basis
- Relationship: The Committee reports to the Board on matters relating to its purpose and responsibility; Items are brought to the attention of the Committee by the Chair