

Human Resources Committee Terms of Reference

Name

Human Resources Committee of the Volunteer Ireland Board of Directors.

Purpose, role, and remit

- Provide a space in which the CEO can discuss the human resources of the organisation (paid and voluntary) towards ensuring the effective management and development of staff and volunteers
- Ensure a positive working environment exists in VI
- Monitor, review and ensure compliance with the legal and statutory requirements of employers
- Ensure all staff within the organisation are appraised and provided with support and supervision as per the organisation's policy
- Ensure the annual appraisal of the CEO
- Agree remuneration of the CEO
- Ensure the organisation is adequately prepared for an orderly succession
- Monitor the implementation of the Code of Conduct for staff

Membership

The HR committee has at least three members, one of which is the CEO.

Appointments

The Board agree the members of the HR committee.

Frequency of meetings

The HR Committee meets at least twice per year or as necessary as it considers to discharge its duties.

Authority

The HR committee is not a decision-making body and will operate in accordance with the authority delegated to it by the Board. The Board remains ultimately responsible with the committee's role to consider and advise the Board. The committee may invite any director, employee, or other person to attend any of its meeting and is authorised to seek any information it requires to enable it to discharge its responsibilities.

Record of meetings

The chair of the HR Committee ensures there is an agreed written record of the meeting. The chair provides an update to the Board, including any comment or recommendation the committee may have for the Board.

Performance review

The Chairperson of the Board of VI shall, at least annually, review the performance of the HR committee and report their conclusions, including any recommendations for change, to the Board.

Date of latest sign-off from Board of Directors: 24 June 2025