

## HR Subcommittee Terms of Reference Special Olympics Ireland

### Purpose

A sub-committee of the Board of Directors of Special Olympics Ireland will be set up to oversee and support the human resources management function within the organisation. The Board will satisfy itself that at least one member of the HR Subcommittee has recent relevant experience in Human Resources and/or Employment Law.

### Membership

The HR Subcommittee shall consist of two members of the Board of Directors of Special Olympics Ireland, one of which, at least, has recent relevant experience in Human Resources and/or Employment Law. Two staff members with lead responsibility for HR operations will be members of the subcommittee, along with Chief Executive Officer, who may or may not attend all meetings.

### Appointment of HR Subcommittee

At their first meeting following the Annual General Meeting, the Board of Directors shall determine the two Board Members of the HR Subcommittee and appoint the Chair. The two staff members will be the permanent employees with direct responsibility for HR.

### Duration of Appointment

The Board members on the subcommittee may remain in position in line with their tenure on the Board of Directors.

### Frequency of Meetings

The subcommittee shall meet no less than three times each year. The quorum at each meeting shall be three members.

### Staff Attendance:

Other board members or staff members may, at the HR Subcommittee's request, attend meetings as required.

### Duties and Responsibilities:

- To oversee the HR Strategic Plans to include such areas as: staff Recruitment and Induction, staff terms and conditions, training and development of staff, the setting and monitoring of HR procedures and policies, continuity planning, the organisation's staffing and with other committees the benefits package for staff.
- To ensure compliance with all legislative requirements are met in relation to employment law

- Act as an advisory body to the HR Manager who is responsible for day-to-day HR operations.
- To ensure that the HR function is performing well within the organisation

### Confidentiality

All committee members must strictly preserve the confidentiality of any information coming to their knowledge in the course of their work as committee members relating to members of the Company, athletes, coaches, families, volunteers or board members /committee members. This confidentiality is to be preserved both during and after the committee member's term of office.