

Governance and Human Resources Committee

Terms of Reference

BCCOHP's governance structure is focused on transparent decision making in the public interest.

BCCOHP committees are accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its mandate. Committees support the Board and help the Board to meet its regulatory responsibilities.

Committee members collaborate with professional staff to meet BCCOHP's mandate.

Mandate

The Governance and Human Resources Committee is responsible for reviewing BCCOHP policies on governance and human resources and making recommendations to the board for the development of same.

The Governance and Human Resources Committee may also recommend systems and processes that could enhance the governance functioning of the Board.

Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- At least 1 Board member
- At least 1 public member

At least 1/3 of the total membership must consist of public members.

The Board appoints committee members for terms of 1 or 2 years, to a maximum of 6 consecutive years.

Mailing Address

110 - 1765 8th Ave W
Vancouver, BC V6J 5C6

Office Locations

Vancouver
Victoria

Phone: 672.202.0448
Toll free: 1.888.202.0448
info@oralhealthbc.ca
www.oralhealthbc.ca

Composition Matrix

BCCOHP will aim to appoint individuals with the following competencies to join the Governance and Human Resources committee:

Governance expertise

Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the Board.

Performance Management

Experience in performance management and assessment and developing policy relating to performance management.

Business experience

Experience and knowledge of business management practices will be an asset.

Human resource expertise

Knowledge or expertise in strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Knowledge or expertise in CEO performance management and evaluation may be a related asset.

Financial literacy

Knowledge and understanding of financial statements.

Employment law experience

Knowledge of and experience in employment law principles, conflict resolution and procedural fairness will be an asset.

Authority

In accordance with section 19(t) of the *Health Professions Act* and section 4.15 of the BCCOHP Bylaws, the Board has the power to establish committees it determines are necessary or advisable. The Governance and Human Resources committee was established under this provision and therefore gets its authority from the Board. The Governance and Human Resources committee is a board committee and cannot make decisions independent of the Board.

Duties and Responsibilities

In accordance with the bylaws, the committee

- a) reviews, and makes recommendations to the Board for the development and amendment of BCCOHP policies on governance and human resources.

- b) works to develop processes for evaluating and improving the function and performance of the Board and Registrar/CEO.
- c) In addition to the bylaws, the committee may work collaboratively with the Finance, Audit and Risk Committee and provide oversight with regards to compensation policies and HR benefits.
- d) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

Meetings and expectations

The Governance and Human Resources Committee meets 3-4 times per year but may meet more often if necessary.

Committee meetings are usually 1-4 hours and may require preparation. Schedule and meeting length are dependent on member availability and committee workload.

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy.

Expectations:

In addition to the expectations for all committee members, members of the Governance and Human Resources committee are expected to:

- (a) be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings.
- (b) Committee members must recuse themselves from any discussions or decision in which they have a conflict.