



Waldorf Academy Board of Trustees Human Resources Committee Mandate

Mandate

The Human Resources Committee is a committee of the Board of Directors whose purpose is to make long and short-term recommendations regarding the school's Human Resources program. The Committee's short-term work will be more operational in nature while the long-term work will be centred around oversight.

Authority

The committee is chartered by and accountable to the Waldorf Academy Board of Trustees.

Membership

Joe Donahue (Committee Chair)
Jessica Abraham (Faculty)
Dean Husseini (Administrator)
Charmaine Williams (Board Member)

Objectives / Responsibilities

1. Partner with the Parent Service & Fundraising Committee in compiling a database of parent areas of expertise, to understand the potential skills available in our school community so that we may engage volunteers in a variety of ways.
2. Support the Business Operations Manager through active participation in the 2018 benefits plan renewal.
3. Support the School Facilitator through the creation and administration of, and action planning connected with, a staff engagement survey, partnering with the Governance Committee.
4. Support the Board through the administration of an external total rewards survey with a view to quantifying any gaps in all staff and faculty positions, enabling evidence-based decision making
5. Complete the review and publishing (online and via Employee Handbook) of the school's up-to-date HR policies. Set timelines for the oversight of the implementation of the remaining 2017 HR Review report recommendations as a long-term goal (by 2020).

Major Interdependencies

- Governance Committee
- Parent Service & Fundraising Committee
- School Administrators / Faculty Managers
- 2017 HR Review Report (prepared by consulting firm, EpitomeHR)
- Compensation Survey task force (led by school parent Caroline Blouin)