



Robogals Global Board Terms of Reference – People Committee

Date created:	23 May 2016	Created by:	People Committee
Date last modified:	29 April 2020	Last modified by:	Ebony Galizi
Date approved by Board:			

Purpose

The People Committee is a sub-committee of the Robogals Global Board, established to assist the Board to discharge its responsibilities. In particular, the Committee shall assist the Board by its oversight and review of establishing, maintaining and improving human resource (HR) management and culture systems and practices for Robogals Global.

Responsibilities

The People Committee is responsible for:

1. Development and implementation of key HR activities:
 - People and culture strategy
 - Support and development for all volunteers (i.e. mental health, business acumen, etc)
 - Guidance on operational matters (i.e. grievance resolution, etc)
 - Development of systems and tools
 - Special projects (e.g. succession planning, volunteer engagement, etc)
 - Board nominations (capability)
 - Board performance
 - CEO performance
 - Recruitment activity.
2. Reviewing key HR policies established by the Robogals Global Board and Management and make recommendations to the Board in relation to HR policies.
3. Receiving and reviewing reports from the Robogals Global Management regarding compliance with the approved HR policies.
4. To ensure the health, safety and wellbeing of all volunteers at all times.

Membership

The People Committee shall consist of a minimum of two (2) Directors.

The Directors on the Committee can invite individuals external to Robogals to sit on the Committee.

The CEO shall generally attend meetings of the Committee.

The Committee or Committee Chair can invite other individuals to attend meetings as required.

Members of the committee, should possess relevant HR experience and qualifications to provide expert guidance and advice.

Appointment

The Robogals Global Board shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the Directors who shall sit on the Committee until the following AGM. The Board may also appoint or remove Directors from the Committee at any time.



Robogals Global Board

Other members of the Committee who are not Directors shall be appointed by the Directors on the Committee.

Chair

The People Committee shall appoint a member of the Committee as Chair. The Committee Chair shall be a Director. The Chair is responsible for leading the Committee within its Terms of Reference and reporting to the Board, as agreed upon.

Frequency and Quorum of Meetings

The Committee shall meet not less than four (4) times in each year. A quorum at each meeting shall be two (2) non-executive Directors.

Record of Meetings

The People Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Robogals Global Board.

Authority

The People Committee has authority to:

- Investigate any matter brought to its attention; and
- Have direct access to any volunteer or contractor of Robogals Global or a subsidiary, and seek any information that it requires from any volunteer of Robogals Global or a subsidiary, in order to discharge its responsibilities.

Powers

The People Committee has an advisory role to assist the Robogals Global Board and does not have any power to commit the Board to any recommendation or decision made by it except if it has express delegated authority from the Board.