

# Robogals Global Board

## Terms of Reference - People Committee

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### 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
  - Engagement and development for all volunteers (i.e. mental health, business acumen, etc)
  - Guidance on operational matters (i.e. grievance resolution, etc)
  - Input to systems and tools
  - Special projects (e.g. succession planning, onboarding etc)
  - Board and CEO appointment and performance management support
  - Recruitment for leadership team, Board and CEO roles.
- 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 Board may appoint or remove Directors from the Committee at any time.

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 members.

## **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.