

## **Human Resources Committee**

### **Terms of Reference**

(Updated on 18 Aug 2022)

#### 1. Responsible To

The Human Resources Committee (hereafter the “Committee”) is formed under the governance of the Hong Kong Breast Cancer Foundation Limited (“HKBCF”), and shall be responsible to the Management Committee of the HKBCF.

#### 2. Objectives

To be consulted, to advise and to make recommendations to the Management Committee on matters relating to:

- 2.1. review of the HKBCF’s organisational structure in order to align with the HKBCF’s mission and objectives;
- 2.2. terms and conditions of employment of staff of the HKBCF, including the Chief Executive Officer;
- 2.3. appointment/promotion of staff at department head level and above;
- 2.4. establishment, review and amendment of human resource policies, guidelines and procedures in connection with:
  - a. manpower planning: establishment and budget;
  - b. sourcing and staff: strategy and process;
  - c. remuneration: components and structure;
  - d. benefit programmes: provision design and eligibility;
  - e. performance management: process and objectives;
  - f. learning and development: skills and abilities;
  - g. staff engagement: communication and consultation; and
  - h. approach and mechanism for annual staff performance review and salary adjustment.
- 2.5. staff related issues as referred/directed by the Management Committee;

#### 3. Composition

- 3.1. The Committee shall consist of not less than five members. Professionals and experts in the field who can make special contribution may be co-opted by the Committee (see Appendix 1 for Committee Composition).
- 3.2. The Committee shall be chaired by the Chairperson appointed by the Management Committee of the HKBCF, or in his/her absence, one member of the Committee appointed by the meeting, shall preside.
- 3.3. The Chief Executive Officer shall be in attendance. Other relevant staff member(s) of the

HKBCF as recommended by the Chief Executive Officer can be invited to attend after consultation with the Chairperson of the Committee.

3.4. The Secretary of the Committee shall be the person-in-charge of the HRA.

#### 4. Meeting

4.1. Regular meeting will be convened by the Chairperson at least three times a year.

4.2. The Chairperson may at his/her discretion convene extraordinary meetings of the Committee at any time as deemed necessary.

#### 5. Terms of Office

Term of office of members shall be two years subject to review and re-invitation by the Management Committee. Membership year commences on 1 January and ends on 31 December of the second year. For those appointed on any other day of the two-year term, the membership shall be completed in line with other existing members.

#### 6. Agenda

An agenda shall be prepared by the Secretary of the Committee and forward together with any other discussion materials to the members one week before the meeting.

#### 7. Quorum

Three members of the Committee present at the meeting shall form a quorum of meeting.

#### 8. Minutes of Meetings

8.1 The Secretary of the Committee shall prepare minutes of all meetings and distribute to the members of the Committee no later than three weeks after the meeting.

8.2 The Secretary of the Committee shall keep minutes and notes of all meetings, record of decisions, actions and recommendations discussed at the meeting.

#### 9. Administrative Expenses

Such expenses as may be necessary for the administration of the Committee shall be the responsibility of the HKBCF.

#### 10. Review of Terms of Reference

The terms of reference shall be annually reviewed by the Committee. Any substantial modifications to the terms of reference shall be approved by the Management Committee.