



Position Description – Human Resources

Purpose: Camp Fircom’s mission: To create communities of belonging and experiences to grow on.

Responsible to: Board of Directors (Chair)

Responsibilities:

In addition to the general responsibilities of a member at large, the Director who brings HR expertise will:

- Ensure all HR policies and practices comply with rules and regulations.
- Provide guidance on staff recruitment, ensuring hiring processes take place.
- Provide support to the ED in managing staff conflict situations.
- Oversee the Performance Evaluation of the ED and report to the Board.
- Identify training opportunities for the organization in general (Board members, ED, staff)
- Provide guidance on benefits implementation and administration.
- Stay informed about changes in employment laws and regulations that may impact Fircom’s HR practices.
- Provide guidance to promote Diversity, Equity, and Inclusion (DEI) within Fircom’s workforce and Board members.
- Support the ED in creating a healthy and positive working environment.
- Lead recruitment of Board directors, as needed.
- Call for an HR committee meeting at least every two months to ensure that pending issues are addressed and report progress or request decisions from the Board at the Board meeting.

Competencies:

- Solid understanding of Human Resources principles, practices, and regulations, including knowledge of recruitment, employee relations, performance management, compensation and benefits, HR policies and procedures, and employment law.
- Knowledge of Non-Profit Human Resources regulations
- Awareness of and commitment to the principles and practices of Diversity, Equity, and Inclusion (DEI)
- Conflict resolution, especially in the context of staff relationships and employee grievances.
- Works as part of a team and a strong communicator.
- Active, responsive, and receptive volunteer



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- Knowledge of Board governance, and the role of a Board as separate from operations
- Commitment to Camp Fircom Society's mission.

Commitment:

- 5-10 hours per month for 2 a two-year term. Multiple term commitments are welcome and encouraged.
- Available to provide responses to requests (usually by email) within a week.
- Attend and actively participate in approximately 10 Board meetings per year, which includes annual weekend retreats at Fircom.
- Participate on the HR committee.
- Read and complete any preparation required before meetings to ensure the meetings run efficiently.
- Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation:

- Self and by the Board, annually.

Contact:

If you are interested, please send an email with an expression of interest to the Chair of our Board of Directors (boardchair@fircom.ca) by **March 15th, 2024**.