



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

**AD HOC HUMAN RESOURCES ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**February 2018**

## **PHILOSOPHY AND OBJECTIVES**

**The primary objective of the Ad Hoc Human Resources Advisory Committee is to provide input and support to the LGMA Executive Director and staff for the review and revisions, as required, of the Human Resource Toolkit (Second Edition), along with content and technical advice on the development of new training programs on human resource management.**

## **COMMITTEE TERMS OF REFERENCE**

- 1.** The members of the Human Resources Advisory Committee (hereinafter Committee) are volunteers with experience in human resource management.
- 2.** Minutes/summary of deliberations of the Committee will be maintained.
- 3.** The Committee's responsibilities shall include the following:
  - Review of the Human Resource Toolkit (Second Edition) and recommendations on potential changes, additions, or legislative requirements;
  - Assistance in finalizing changes or additions to the Human Resource Toolkit as needed;
  - Identification of educational or training gaps in critical human resource management skills for new or mid-level managers and supervisors in local government;
  - Assistance in developing key learning outcomes and curriculum requirements to address those educational or training gaps; and
  - Advisory support to curriculum developers, including case studies and materials reflecting local government human resource management context.

## **COMMITTEE MEMBERS**

### **Composition**

- 4.** The Committee shall consist of at least four volunteer members with experience in human resource management in local government.

### **Term of Office**

- 5.** The term of office is from January through December for a one-year period with the possibility of extension.

### **Selection of Members**

- 6.** LGMA will publicize the volunteer requirement for the Committee, and appointments will be made to ensure sufficient local government expertise and the minimum complement of volunteers are in place.

## **Time Commitment**

7. Committee members will primarily meet via teleconference, with potential face-to-face meetings at critical points in the work plan for the review of the Human Resource Toolkit and curriculum development. Any travel costs will be borne by the LGMA.

It is anticipated that committee members would need to devote a maximum of 2 hours per month over the lifecycle of the project.