



**Fun, Learning and
Achievement**

DRAFT

Appointments, Staffing & Remuneration subcommittee of the NFYFC Board of Management

Terms of Reference

The following functions are delegated to the **Appointments, Staffing and Remuneration subcommittee** of the Board of management:

1. Concerning the salaried officers of the Federation:

- 1.1. Recommending the staff structure of the NFYFC to the Board of Management.
- 1.2. Reviewing job descriptions as required.
- 1.3. Guiding development, review and authorisation of HR policies and procedures (staff handbook) for Board approval.
- 1.4. Establishing a salary structure, annually reviewing staff salaries, and reviewing the benefits package.
- 1.5. Set staff retention targets.
- 1.6. Succession planning.
- 1.7. Make observations and recommendations to the Board.

2. Concerning volunteer officers of the Federation:

2.1. Board of Management:

2.1.1. The NFYFC Council will appoint a Returning Officer.

- 2.1.1.1. The role of the Returning Officer is to oversee and manage the recruitment and nominations of members of the Board of Management ensuring that the process meets the requirement of NFYFC's Rules and Byelaws and to oversee the election and count followed by announcing the result.

2.1.2. The appointments, staffing and remuneration subcommittee of the Board of Management will:

- 2.1.2.1. Monitor the composition of the Board of Management to ensure it meets the requirement of NFYFC's Rules and Byelaws (NFYFC Council).
- 2.1.2.2. Remain mindful of succession planning that is required.
- 2.1.2.3. Design and oversees board induction process.
- 2.1.2.4. Make observations and recommendations to the Board and to Council.

2.2. NFYFC Council and its Steering Groups:

2.2.1. The NFYFC Council will appoint a Returning Officer.

- 2.2.1.1. The role of the Returning Officer is to oversee and manage the recruitment and nominations of members of the Officers of the NFYFC Council ensuring that the process meets the requirement of NFYFC's Rules and Byelaws and to oversee the election and count followed by announcing the result.

2.2.2. The appointments, staffing and remuneration subcommittee of the Board of Management will:

- 2.2.2.1. Monitor the composition of the Council and its Steering Groups to ensure that they all meet the requirement of NFYFC's Rules and Byelaws (NFYFC Council) and Terms of Reference (Steering Groups).
- 2.2.2.2. Make observations and recommendations to the Council.

3. **Who attends the appointments, staffing and remuneration subcommittee meetings:-**

3.1. The appointments, staffing and remuneration subcommittee will comprise of the following:-

<i>Position</i>	<i>Recruitment and appointment process</i>
One of the Officers of NFYFC Council (Chair or Vice Chair)	Ex-officio – elected to office by the NFYFC Council
Chair of the Board of Management (as line manager to the Chief Officer)	Ex-officio – elected to office by the NFYFC Council
External – an expert in HR for example	To be recruited by the Board of Management
Secretariat to the subcommittee	Chief Officer

DRAFT
JCE
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