

# **NATIONAL WOMEN'S COUNCIL**



## **NATIONAL WOMEN'S COUNCIL ACT 2016 m**

### **SECTION 10 (COMMITTEES)**

#### **TERMS OF REFERENCE FOR HUMAN RESOURCE (HR) COMMITTEE**

##### **1.0 OBJECTIVE**

The **HR Committee** has the responsibility to assist and advise the Board of the National Women's Council on decisions pertaining to Human Resources. **HR Issues** shall be duly examined by the HR Committee for necessary **recommendations to the Board either** for information **and/or** for consideration and approval and further actions deemed necessary subject to availability **of funds**, where required. The HR Committee shall provide support, guidance and oversight of progress to the Board including the following:

- Make recommendations on human resource matters relating to recruitment, selection and promotion of officers of the NWC. All appointments, promotions and dismissals shall be with the approval of the Board.
- Make recommendations on staff matters, such as disciplinary procedures and fostering good industrial relations.
- The Board may request the Committee to consider specific matters pertaining thereto and the Board may elect to be guided by any recommendation(s) the Committee may make or discard same in whole or in part.
- Considering any other functions for execution as may be conferred by the Board.

## **2.0 CONSTITUTION OF THE HR COMMITTEE**

The constitution of the **HR Committee** shall be as decided by the Board and in accordance with latest prevailing regulations/circulars, if any, as provided by competent regulatory instances.

The members of the HR Committee shall be appointed by the Board on such terms and conditions as it may determine **either** wholly from among its members **or** partly from among its members and partly by other persons as stated under Section 10 (2) of the Act.

The HR Committee shall be chaired by such person as the Board may determine as prescribed under Section 10 (4) (a) of the Act.

The HR Committee shall consist of **a Chairperson and three members** who have the skills, knowledge, competencies and experience in the actual field. Where the need is felt and in order to enhance the performance of the Committee, the Board may decide to nominate additional member(s) to the Committee from among the Board Members or other persons.

## **3.0 QUORUM AND MEETING**

At any meeting of the HR Committee, the **Chairperson and at least two members shall form a quorum** excluding the Secretary of the Committee. In the absence of the Committee Chairperson, the remaining members of the Committee who are present shall elect one among themselves to chair the meeting. The HRO/SHRO of the Council shall be the Secretary of the HR Committee.

### **In Attendance**

The Manager of the National Women's Council shall be in attendance whenever such meeting is held. Other officers may be called upon to attend the meeting in attendance where necessary.

## **4.0 FREQUENCY OF MEETINGS**

The HR Committee shall meet **as often as may be necessary** and at such time and place as the Chairperson may determine **or** meet **as and when required by the Board** as provided under Section 10 (4) (b) & (c) of the Act. Meetings of the HR Committee shall be called by the Secretary at the request of the Committee Chairperson.

## **5.0 MINUTES OF MEETINGS**

The Secretary of the HR Committee shall ensure that **a formal record of Committee proceedings and resolutions is maintained**. Following approval of the minutes by the Chairperson, they shall be circulated to all members of the Board at its subsequent meeting.

The HR Committee shall submit its report within such time as may be fixed by the Board and the report shall contain the observations, comments and recommendations of the Committee or any matter referred to it by the Board as stated under Section 10 (5) & (6) of the Act.

## **6.0 FEES PAYABLE**

The Chairperson, Members and the Secretary of the HR Committee shall be paid such allowance as the Board may determine as regulated under Section 10 (3) (b) and in accordance with prevailing regulations/circulars, if any, as provided by competent regulatory instances.

## **7.0 DISCLOSURE OF INTEREST**

Disclosure of Interest by any member or any person who forms part of the HR Committee shall be applicable as regulated under Section 11 (Disclosure of Interest) of the Act and in accordance with approved corporate governance documents adopted by the Council.

## **8.0 REPORTING PROCEDURES**

The Chairperson of the HR Committee shall report to the Board at regular intervals on the matters the latter has reviewed, making recommendations when requested or when it is considered appropriate.

**Approved by the Board at its 47<sup>th</sup> Meeting held on 10<sup>th</sup> September 2025.**

**NATIONAL WOMEN'S COUNCIL  
SEPTEMBER 2025**