

TERMS OF REFERENCE OF THE HUMAN RESOURCE COMMITTEE

INTRODUCTION

The Human Resource Committee is established as a subcommittee of the Executive Committee of the Institute of Chartered Accountants of Pakistan on the terms set out in this document.

The objective of the Human Resources Committee is to assist the Council in its duty to oversee the establishment of appropriate human resources policies and strategies that provides the Institute with the capability to achieve its short and long term objectives.

The HR Committee deals with recruitment & training of the Senior Management, remuneration, performance evaluation, succession planning and measures for effective utilization of the Human Capital of the Institute.

1. Function of the HR Committee

- 1.1 The Committee assists the Executive Committee in relation to Institute's Human Resource frame work.
- 1.2 The HR Committee would recommend to the Executive Committee on the following :
 - 1.2.1 Appointments, promotions, salary increases including performance evaluation and fixation of remuneration of the Senior Management (Secretary/COO, Executive Directors and Head of Departments)
 - 1.2.2 Increment and promotion recommendations of ICAP employees other than the senior management based on recommendation of the Secretary/COO.
 - 1.2.3 Human Resource Policies.
 - 1.2.4 Succession Planning of the Senior Management.
 - 1.2.5 Any other function assigned by the Executive Committee or the Council.

2. Communication and Reporting

Following communication and reporting protocol has to be observed

All papers which are to be presented to the HR Committee will formally be reviewed by the Secretary/COO.

3. Membership of the Human Resource Committee:

The Committee will comprise of seven (5) members.

- 3.1 President – who will act as a Chairperson of the Committee
- 3.2 Vice President South.
- 3.3 Vice President North.
- 3.4 One Council member from South. (Preferably past & Future President for continuity)
- 3.5 One Council member from North. (Preferably past & Future President for continuity)
- 3.6 The Secretary/COO and Head of Human Resource must attend the meetings of the Committee. Head of Human Resource will be the Secretary of the Committee.

4. Expectation of the HR Committee Members

HR Committee members are expected to adhere to the following principles

- 4.1 Proactive contribution, achievement of quality thresholds of contributions in terms of technical content, innovation, understandability and timeliness.
- 4.2 Regular active and constructive participation in the meetings.
- 4.3 Specific and general proactive feedback on issues and developments relevant to the HR Committee.
- 4.4 Respect and commitment to support the reputation of HR Committee
- 4.5 Adherence to the ICAP Code of Conduct and confidentiality

5. Meeting & Proceeding of the HR Committee

The procedure for the meeting will be as follows

- 5.1 A quorum for meetings shall be three (3) members present in person (one member other than the Office Bearers must be present) or by telephone or other telecommunications device that permits all persons participating in the meeting to speak and hear one another.
- 5.2 Meeting of the Committee may be called by the Chair of the Committee (the President of the Institute). In the absence of the Chairperson for any unavoidable reason the Chairperson may nominate any senior person in the Committee to chair the meeting in his/her absence.
- 5.3 The Committee shall at least meet quarterly. i.e once in three months.
- 5.4 Members are expected to attend all meetings. A member can resign from the committee by submitting a written resignation to the Chairperson. The Chairperson of the HR Committee may replace members who fail to attend three consecutive meeting without leave of absence.
- 5.5 The Chairperson will approve the agenda for each HR Committee meeting.
- 5.6 Reasonable notice, preferably seven (7) days before the meeting, shall be given in writing, by e-mail or by facsimile communication to each member of the Committee. The Agenda and associated material shall be sent to each member of the Committee prior, preferably seven (7) working days before the meeting.
- 5.7 Minutes along with the action plan will be circulated with in fourteen (14) days after the meeting.

- 5.8 The HR Committee meetings may be conducted via video conference, depending on the geographical spread of members.
- 5.9 The Chairperson may hold a meeting requiring all members to attend in person if the matter is of such significance that effective discussion can only be made in person.
- 5.10 The proceeding of each meeting shall be recorded by the Secretary of the Committee and the Minutes will be sent to the Chairperson of the Committee for his approval. In case of his/her absence the Committee shall designate any member from the Committee to act as a Secretary of the Committee.
- 5.11 The minutes shall be presented in the next meeting for the approval of the HR committee.
- 5.12 The decisions on the important matters of the HR committee will be reported to Executive Committee / Council for consideration and ratification.

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[Amendments in ToR was last approved in the adjourned session of 21st HR Committee meeting held on February 17, 2014 and subsequently by EXCOM in its meeting held on Feb 18, 2014. The amendments made in line with the revised DoA approved by the Council in its 249th Meeting]

[Amendments in ToR was last approved in the 26th HR Committee meeting held on March 10, 2016 and subsequently approved the Council in its meeting 273rd Council meeting held on March 17-18, 2016.]
