**MAURITIUS MARATHI CULTURAL CENTRE TRUST**

**Human Resource Sub Committee**

**TERMS OF REFERENCE**

The **Human Resource Sub Committee** will assist the Board of the MMCCT in fulfilling its oversight responsibilities related to reviewing, monitoring and making recommendations to the Board on human resources strategy and policies.

The Sub-Committee will consist of 1 Chairperson and 4 members as designated by the Board.

**OBJECTIVES:**

1. Review, monitor and make recommendations to the Board on human resources strategy and policies that pertain to staffing, compensation, benefits, and related issues of strategic importance that directly affect MMCCT’s ability to recruit, develop and retain the highly-qualified staff needed for it to achieve its mandate.
2. to review and make recommendations to the Board on the appropriateness of any new or amended human resources policy
3. to review and make recommendations to the Board on the Employment Terms & Conditions and Scheme of Services
4. compliance with relevant legislation relating to human resources
5. The Chairperson or Vice-Chairperson should not be a member of the Human Resource Sub Committee

**Secretary**

The Management Support Officer or any other designated officer will act as the Secretary of the Sub-committee.

**Quorum**

The quorum necessary for the Sub-Committee shall be any 3 out of the 5 Members.

**Reporting Responsibilities**

The Chairperson of the Sub-Committee shall report to the Board on its proceedings. The Sub-Committee shall make recommendations to the Board as it deems appropriate or any area within its remit where action or improvement is needed.

**Other Matters**

The Sub-Committee Members shall:-

1. Have access to sufficient resources, in order to carry out their duties, including access to the MSO for assistance as required.
2. Work and liaise as necessary with all other Board Sub-Committees.
3. As and when required review the terms and reference of this Sub-Committee to ensure that it is operating at maximum effectiveness and recommend any changes they consider necessary to the Board for consideration and approval.

29th September 2021