



# NOTICE OF MOTION REGARDING AMENDMENTS TO THE HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE 2020-03-26

Submitted for: 2020-03-26

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| <b>Submitted to:</b> | SSMU Legislative Council                           | <b>Document no.:</b>   | LEG-PUB-MOT-2020-03-26-008<br>(to be assigned by Steering)   |
| <b>Moved by:</b>     | Bryan Buraga<br><i>President</i>                   | <b>Current Status:</b> | <input checked="" type="checkbox"/> FOR APPROVAL<br><input type="checkbox"/> APPROVED<br><input type="checkbox"/> POSTPONED<br><input type="checkbox"/> COMMITTED<br><input type="checkbox"/> NOT APPROVED |
| <b>Seconded by:</b>  | Mustafa Fakih<br><i>Engineering Representative</i> |                        |  |

**Issue** The Human Resources (HR) Committee is a committee of the Board of Directors. For the past few months, the HR Committee has been working on reviewing the committee's terms of reference to ensure its effectiveness and productivity.

**Background and Rationale** The amendments to the HR Committee terms of reference were reviewed and amended for approval by the Human Resources Committee.

**Alignment with Mission** This motion is in alignment with the SSMU Human Resources Policy and the Committee Terms of Reference.

**Consultations Completed** Consultations with the committee, Human Resources (HR) Manager, Vice-President (External) and the Governance Manager.



**Risk Factors and Resource Implications** N/A

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**Sustainability Considerations** Certain duties were removed from the responsibilities of the HR Committee.

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**Impact of Decision and Next Steps** The composition of the HR Committee will change and certain responsibilities will be added and removed, as in Appendix A.

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**Motion or Resolution for Approval** Be it resolved that the Legislative Council approve the amendments in Appendix A.

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**Results of the Vote**

|           |     |
|-----------|-----|
| In favour | ( ) |
| Opposed   | ( ) |
| Abstain   | ( ) |

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## Appendix A

### 6. Human Resources (HR) Committee

#### 6.1 Oversight

The Human Resources (HR) Committee shall be a Committee of the Board of Directors.

#### 6.2 General

The Human Resources Committee shall hold Supervisors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies, Contracts, and formal mandates.

#### 6.3 Responsibilities

The Human Resources Committee shall:

- A. carry out those responsibilities assigned to them through the Human Resources Policy and Conflict of Interest Policy;
- B. conduct performance evaluations and take into account complaints from Members solicited during consultation sessions and those submitted to the Human Resources Department, preserving the anonymity of complainants unless this right is waived by the complainant, for the General Manager once per academic year. Additional staff may be evaluated, as determined by the committee the Board of Directors, though this shall generally be limited to Director-level staff (including Officers) and other Supervisors;
- C. consult various stakeholders from across the Society including Officers, Directors, Staff, Councillors, Club Executives, Service Executives and other individuals as identified by the Human Resources Committee for the purpose of performance evaluations;
- D. monitor the adherence of Supervisors to the Society's mission, informing them when their office's actions conflict with or violate their mandates or any SSMU policies or governance documents;
- E. take into account complaints from Members solicited during consultation sessions and those submitted to the Human Resources Department, preserving the anonymity of complainants unless this right is waived by the complainant;
- F. compile recommendations for the Board of Directors regarding remedies to be taken,



- opportunities for advancement, and employment status of Supervisors they review;  
and
- G. review and make recommendations to the Human Resources terms of reference and the Human Resources Policy at the end of each year **or when necessary.**

## 6.4 Membership

The Human Resources Committee shall consist of:

- a. Human Resources Manager (Committee Chair, non-voting except in case of tie);
- b. Governance Manager (non-voting);**
- c. the President;
- d. the Vice-President Finance;
- e. two (2) Directors, who are not Executives;
- f. one (1) Equity Commissioner.

## 6.5 Meeting

The Human Resources Committee will meet bi-weekly, unless an exception is made by the committee chair.

## 6.6 Quorum

The quorum for the Human Resources Committee is a simple majority of the voting members.

## 6.7 Reporting

- a. The Human Resources Committee will report to the Board of Directors as needed.
- ~~b. The Human Resources Committee shall also collect quarterly reports from the Director-level staff, as set out in the Human Resources Policy. These reports shall include the status of work-related projects, goals for the upcoming months, and recommendations to the Board of Directors where applicable.~~

## 6.8 Committee Specific

### 6.8.1 Evaluation

The process for evaluating a Director-level Staff shall consider, but not limited to considering, the employee's:

- ~~a. Fulfillment of job obligations;~~
- ~~b. Execution of articulated goals set out in quarterly reports;~~



- c. Interpersonal tact and contribution to a positive environment for students;
- d. Embodiment of the student-centric goals and mission of the Society;
- e. Performance reports outlining, among other things, progress related to identified areas of improvement, as written by interested parties;
- f. Any history of recurring complaints against the Individual(s), with a particular focus on the staff they supervise; and
- g. Demonstration of strong service and interpersonal skills with members and colleagues.

### 6.8.2 Recruitment and Terms of Duty

The Executives on the Human Resources Committee shall be ratified by the Board of Directors no later than the 31st of July of each year and serve until May 30th the following year.

- a. The non-Executive Directors on the HR Committee shall be ratified by the Board of Directors no later than the 30th of November each year and serve until November 14th the following year.