



MOTION REGARDING AN INTERIM PROVISION FOR AMENDMENTS TO THE HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE 2020-06-25

Submitted for: 2020-06-25

Submitted to: SSMU Board of Directors **Document no.:** LEG-PUB-MOT-2020-06-25-001
(to be assigned by Steering)

Moved by: Mustafa Fakhri **Current Status:** FOR APPROVAL
Director APPROVED
 POSTPONED

Seconded by: COMMITTED
 NOT APPROVED

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. This motion will serve as an interim provision to the amendments, as it will be sent for approval to the Board of Directors first, and then returned to Legislative Council for approval.

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

 The amendments include the addition of a newly created full-time position, the HR Manager, to the Committee; the adjustment of the HR Director's position name in the terms of reference to better address them by their title; and the clarification with regards to which seats are non-voting.

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



Consultations Completed	Consultations within the HR Committee and the General Manager.
Risk Factors and Resource Implications	As this motion will be approved with an interim provision by the Board of Directors, it is important to highlight that it will return for approval at the first regular meeting of the Legislative Council 2020-2021 academic year.
Sustainability Considerations	N/A
Impact of Decision and Next Steps	<p>The composition of the HR Committee will change and certain responsibilities will be added, as highlighted in Appendix A.</p> <p>The Governance Manager will update the Committee Terms of Reference document and web page accordingly.</p>
Motion or Resolution for Approval	Be it resolved that the Legislative Council approve the amendments in Appendix A.
Results of the Vote	<p>In favour ()</p> <p>Opposed ()</p> <p>Abstain ()</p>



Appendix A

6. Human Resources (HR) Committee

1.1. Oversight

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

1.2. General

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

1.3. 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 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. 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.

1.4. Membership

The Human Resources Committee shall consist of:

- a. **Human Resources Director** ~~Manager~~ (Committee Chair, non-voting except in case of tie);



- b. Human Resources Manager (non-voting)
- c. General Manager (non-voting)
- d. the President;
- e. the Vice-President Finance;
- f. two (2) Directors, who are not Executives;
- g. one (1) Equity Commissioner.

1.5. Meeting

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

1.6. Quorum

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

1.7. Reporting

- a. The Human Resources Committee will report to the Board of Directors as needed.