



# MOTION REGARDING AMENDMENTS TO THE HUMAN RESOURCES (HR) COMMITTEE TERMS OF REFERENCE 2021-11-04

Submitted for: 2021-11-04

<b>Submitted to:</b>	SSMU Board of Directors	<b>Document no.:</b>	BOD-PUB-MOT-2021-11-04-001
<b>Moved by:</b>	Eric Sader <i>Director</i>	<b>Current Status:</b>	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
<b>Seconded by:</b>	Alex Karasick <i>Director</i>		

**Issue** The Human Resources (HR) Committee requires amendments to its membership and responsibilities to reflect the Students' Society of McGill University (SSMU) current HR practices and to ensure accountability of its Officers and Staff in regards to complaints and human resources matters.

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**Background and Rationale** The amendments to the HR Committee terms of reference were reviewed by members of the Board of Directors, as well as an ad hoc review committee.

The amendments include the addition of a Director, who is not an Executive, to the Committee; the removal of the role of the President and Vice-President (Finance) from the Committee; as well as allow for the HR Committee to review and handle complaints pertaining to Officers, Director-level staff and Board of Directors.

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**Alignment with Mission** This motion is in alignment with the SSMU Human Resources Policy and the Constitution. The motion will also ensure the proper functioning and accountability of the Society's management level staff.

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## Consultations Completed

Consultations were completed with VP Finance, VP University Affairs, VP Internal Affairs, Human Resources Director, Governance Manager, Director Karasick, and the International Student Representative.

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## Risk Factors and Resource Implications

The amendments to the HR Committee will not pose any risk factors to the SSMU. However, resource implications will include the addition of a Director, who is not an Executive, to the Committee, which will result in an additional time commitment.

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## Sustainability Considerations

To ensure the SSMU has a proper functioning committee responsible for performance evaluations, complaints, reviews and consultations from SSMU Members and staff.

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## Impact of Decision and Next Steps

Should this motion be approved, the changes to the committee terms of reference will be applied immediately, including changes to the membership. The changes will be communicated to the individuals in question. The Governance Manager will update the Committee Terms of Reference document to reflect the changes.

Should the motion fail, the committee will continue to meet with its current membership list and not be able to take on the additional responsibility as outlined in Appendix A.

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## Motion or Resolution for Approval

Be it resolved that the Board of Directors approve the amendments proposed in Appendix A.

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## Results of the Vote

In favour	(UNANIMOUS)
Opposed	()
Abstain	()

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## Appendix A

### 1. 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 as best as possible 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. Review and handle all complaints from staff pertaining to Officers, Director-level staff and Board of Directors;
- d. 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; and
- e. 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 (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)~~ **three (3)** Directors, who are not Executives; and
- 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

The Human Resources Committee will report to the Board of Directors **at least once a month.**  
~~as needed.~~

## 1.8. Committee Specific

- 1.8.1. **The Committee and/or Chair shall have the opportunity to invite guests, including Executives and/or Staff, to a given meeting, for consultation purposes.**