



Association étudiante de l'Université McGill

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

Students' Society of McGill University

Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

19. Human Resources (HR) Committee

19.1. Oversight

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

19.2. General

The Human Resources Committee is responsible for ensuring that Supervisors uphold their obligations and responsibilities as outlined in SSMU's governing documentation. The Committee shall oversee the management of conflict of interest disclosures, complaints concerning management-level staff and serve as a consultative body for the development of policies and processes by the Human Resources Department.

19.3. Responsibilities

The Human Resources Committee shall:

- a. Carry out those responsibilities assigned to them through the Conflict of Interest Policy;
- b. Review complaints related to performance evaluations.
- c. Review and handle all Human Resources complaints from staff pertaining to Officers, management staff, and the General Manager;
- d. Act as a consultative body for all policy and process development in the Human Resources Department, sending their recommendations to the Board of Directors for ratification;
- e. Act as a consultative body for SSMU performance management systems (probation evaluation and annual performance evaluation) and recruitment processes and documentation (interview guides, comparison charts, etc.);
- f. 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 to fulfill the committee's mandates.
- g. Review and make recommendations to the Human Resources terms of reference at the end of each year or when necessary.

19.4. Membership

The Human Resources Committee shall consist of:



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- a. the Human Resources Manager (Committee Chair) (voting)
- b. One (1) Director, who is not an Officer (voting);
- c. The General Manager (voting);
- d. One (1) manager within the Student Life Operations Team (voting);
- e. One (1) additional manager-level employee as determined at the start of each fiscal year (June) (voting);
- f. One (1) Officer that is to be determined at the start of their appointment (June) (voting);

19.5. Meeting

The Human Resources Committee will meet monthly unless an exception is made by the committee chair in case of an urgent matter.

19.6. Quorum

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

19.7. Reporting

The Human Resources Committee will report to the Board of Directors at least once per quarter.

19.8. Committee Specific

19.8.1. Consultations

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

19.8.2. Membership Recruitment

The appointment of members shall occur at the beginning of each fiscal year at the time of the appointment of the Executive Officers.



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19.8.3. Conflicts of Interest

Members of the Human Resources Committee are required to adhere to the Conflict of Interest Policy and must recuse themselves from the Committee if a conflict of interest arises. This includes but is not limited to, situations where they are the subject of a complaint.