



University Students' Council of the University of Western Ontario
HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

EFFECTIVE: DD MONTH YR **REVIEW:** DD MONTH YR

AUTHORITY: Board of Directors **POLICY#** G-00

TYPE: BOARD GOVERNANCE POLICY

PURPOSE:

This document shall be to provide Terms of Reference for the Human Resources Committee. The purpose of the committee is to ensure the board is meeting its obligations to review key Human Resources policies, such as Health and Safety, General Manager Performance Review Policy, and General Manager hiring process.

The committee will work closely with the Human Resources department staff to complete their mandate.

1.00 MEMBERSHIP

1.01 The committee shall be comprised of:

- (1) The Chairperson of the Board as Chair
- (2) The President and CEO
- (3) 1 to 3 other members of the Board of Directors
- (4) Human Resources Manager (non-voting resource)
- (5) General Manager (non-voting resource)

2.00 GENERAL DUTIES

2.01 The committee shall be responsible for the following:

- (1) Maintain a General Manager Performance Appraisal Policy and Procedure and a General Manager Hiring process procedure;
- (2) Review any other Human Resources Policies that may be created before they are presented to the Board for approval.

3.00 EVALUATION AND EFFECTIVENESS

- (1) Review Health and Safety Policies annually, and recommend them to the Board for approval;
- (2) With the assistance of the Human Resources Manager, coordinate an Annual Performance Appraisal for the General Manager as per the Policy and Procedure.



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4.00 MEETING FREQUENCY

- 4.01 The Committee shall have an initial organizational meeting in the Fall of each year, and shall meet as needed throughout the year to accomplish its work. It is unlikely the committee will meet more than four times per year.