

Human Resources Committee Terms of Reference

Status: Standing Committee

Purpose:

- To provide advice to the Board with respect to all Human Resources policies and governance matters.
- To recommend actions/decisions to the Board for approval.
- To make decisions and/or determine actions on behalf of the Board with respect to recommended human resources direction.
- To review summaries from Negotiating Committees of the Board, and make recommendations to the Board for approval of collective agreements and/or terms and conditions of employment policies.
- To recommend to the Board ratification of appointments for all supervisory positions, including teaching positions which carry an administrative allowance.
- To approve acceptance of resignations and retirements on behalf of the Board.
- To approve all extensions of leaves of absence beyond the first year on behalf of the Board.
- To develop and recommending to the Board for approval all Human Resources-related policies.

Procedures:

- In accordance with the *Education Act*, the Human Resources Committee meetings will be open to the public.
- In accordance with the Board-By-laws, *Kerr/King* Rules of Order will be used to conduct the business and a quorum will represent a majority of Board members serving on the Human Resources Committee at the time.
- Confidential documents which are circulated for review and/or exploration at Committee meetings will be returned by members prior to the end of the meeting.
- Personnel and negotiation issues will be deemed to be private session issues for discussion of the Committee.

Membership:

- Board members to be duly appointed by the selection process in the Board By-laws and comprise the following membership:
 - Membership will be in accordance with the Board By-laws.
 - The Chair and Vice Chair of the Board are ~~is~~ ex-officio (non-voting) members unless they are serving as regular voting members.
 - The Chair and Vice Chair of the Committee shall be elected at the first meeting of the Committee following the approval of the Nominating Committee Report.
- Staff membership to include:
 - The Director of Human Resources will coordinate the work of the Committee.
 - The Superintendent of Schools is an ex-officio (non-voting) member.
 - The Coordinators of Human Resources are ex-officio (non-voting) members.
 - The Executive Assistant to the Director of Human Resources is the Recording Secretary for the Committee.
 - Other administrative staff may attend when appropriate.

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Reporting:

- The Director of Human Resources and the Executive Assistant to the Director of Human Resources in consultation with the Committee Chair will prepare the agenda for prior circulation to all Board members, the Regional Education Officer and appropriate staff.
- Minutes will be circulated to all Board members, the Regional Education Officer and appropriate staff.
- Agendas and minutes will be posted to the Board website by the Board Secretary.
- The Committee Chair will provide a monthly report at the regular Board meetings.
- Management will be accountable for reporting progress on short, intermediate, and long-term priorities three times a year: October, January and June.

Meeting Dates:

- Meetings will be held monthly.
- Special meetings may be called by the Committee Chair when necessary.