

# HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

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## 1. INTRODUCTION

The Human Resources (HR) Committee is intended to be a forum for review, supervision, and development of the Executive Team and shall be a standing committee of the Board. The objective of this committee is to strengthen the Board's role in understanding and leading Board and Executive Human Resources responsibilities of the Ontario Tech Student Union (OTSU).

## 2. REPORT

The Human Resources Committee reports to the OTSU Board of Directors.

## 3. COMMITTEE MEMBERSHIP

3.1 The committee membership shall consist of:

- 3.1.1 President or Executive delegate;
- 3.1.2 Board Member (2);
- 3.1.3 Human Resources Generalist; and
- 3.1.4 Executive Director.

## 4. QUORUM

4.1 Quorum shall consist of:

- 4.1.1 President or Executive delegate;
- 4.1.2 Board Member (1); and
- 4.1.3 One of Executive Director or Human Resources Generalist.

## 5. MEETING PROCEDURES

5.1 The committee shall meet as often as necessary to fulfil its mandate.

5.2 Meetings shall be closed to the public.

5.3 Due to the confidential nature of Human Resources, all meetings are considered *in-camera* and minutes will not be available to the public.

## 6. DUTIES & SCOPE

The specific functions of the committee shall be as follows:

- 6.1 The nature of this committee is supporting the Board in taking a strategic approach to overseeing the Executive Team;
- 6.2 Deal with HR, performance, or disciplinary matters involving any Board or Executive Member as outlined in the OTSU By-Laws and governing documents;
- 6.3 Perform Performance Enhancement Assessments for the Executive Team, twice annually; and
- 6.4 Participate in hiring for vacant Board and Executive positions, with guidance from the Human Resources Generalist and Executive Director;
  - 6.4.1 Committee Members must declare any potential or perceived conflict of interest that may arise during the hiring or appointment process.
- 6.5 All reports to the Board by the HR Committee will be done *in-camera*.
- 6.6 It is important to note that this Committee's scope is limited to the Board, Executives and Executive Director positions. OTSU Staff HR management is the responsibility of the Executive Director and HR Generalist.