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HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Approved by the Board of Governors – April 24, 2007

(with commencement following the 2007 Annual Meeting)

Revision approved by the Board of Governors – November 28, 2007

STATUS

The Human Resources Committee is a Standing Committee of the Board of Governors, pursuant to Section 3, Article 2 of the Saint Mary's University By-laws. The Committee is advisory to the Board unless, and to the extent that, the Board grants it decision-making authority for specific matters.

REPORTING

The Committee reports directly to the Board. The Human Resources Committee shall provide a report of its activities at the Annual Meeting of the Board of Governors. In the role of Executive Committee member, the Human Resources Committee Chair also provides regular reports to the Executive Committee of the Board.

COMPOSITION

The Human Resources Committee shall consist of seven voting members:

- Two ex-officio members – Vice-President Academic and Research, and the Vice-President Administration, and
- Five external Board members.

The Chair of the Human Resources Committee shall be appointed by the Board, on the advice of the Governance Committee. One of the Board members of this Committee can sit on the Employer-Union Committee as required by the Saint Mary's University Faculty Union (SMUFU) *Collective Agreement*.

PURPOSE

The Human Resources Committee is responsible for providing overall monitoring of the University's human resources framework, with a view to ensuring policies and practices are equitable and current.

RESPONSIBILITIES

The Committee shall:

- Ensure a long-term human resource planning strategy is developed and maintained by the University

- Ensure the University has established policies governing the terms and conditions of employment
- Ensure labour relations principles for the University are established and monitored
- Monitor trends in Human Resource policies, salary and benefits, within the university sector, and ensure that the University stays competitive with respect to recruitment and retention of employees
- Monitor provincial and federal legislation in relation to Human Resource matters, and ensure compliance, including annual reporting on Occupational Health and Safety to the Board
- Monitor changing societal expectations with respect to Human Resource strategies and initiate new directions as appropriate; e.g. individual and/or Organizational Health and Wellness Planning
- Provide advice to the Board.

QUORUM AND MEETINGS

The Chair is included in the count. A majority of members is considered a quorum. The Committee may fix its own operational procedures. The Human Resources Committee shall keep minutes of its meetings, in which shall be recorded all actions taken by it.