



BOARD OF GOVERNORS

HUMAN RESOURCES AND GOVERNANCE COMMITTEE (HRGC) Terms of Reference

- NAME:** This committee shall be called the Human Resources and Governance Committee (HRGC)
- STATUS:** The HRGC is a standing committee of the Board of Governors.
- MANDATE:** The purpose of the committee is to provide advice to the Board of Governors on matters pertaining to the terms and conditions of employment of University employees, to develop and maintain human resource policies of the University, and to oversee policies and procedures relating to the governance of the University. The HRGC will also review and provide advice on other matters as presented by the University administration and/or Board of Governors.

The Benefit Users Committee (BUC) is a sub-committee of HRGC. The HRGC will receive regular reports and recommendations arising from the BUC. The HRGC will provide recommendations to the Finance Committee with respect to any changes in benefit plans that have a material financial impact on the University. Issues arising from the BUC will be addressed by the HRGC and recommendations for their resolution advanced to the Executive Committee.

- MEMBERSHIP:** The membership of the Committee shall consist of the following:

Ex officio Members (voting)

- Chair of the Board of Governors;
- The Vice-Chair of the Board of Governors;

Appointed Members (voting)

- The Chair, who must be a member of the Board;
- A representative of the Faculty Association, who must be a member of the Board;
- A representative of the Students' Union, who must be a member of the Board;
- At least two other Board members, one of whom shall act as Committee Vice-Chair

Ex officio Members (non-voting)

- President of the University;
- Vice-President Academic and Provost;
- Vice-President Administration.

Resources (non-voting)

- Director, Human Resources.

- MEETINGS:** The Committee shall meet at least four times per year.
- QUORUM:** A majority of the total voting membership shall constitute a quorum. At least one ex officio (non-voting) member shall be in attendance at all meetings.
- FUNCTIONS:** It is the function of the Human Resources and Governance Committee to initiate, recommend and monitor changes to human resource policies and procedures and to board governance policies and procedures (roles and responsibilities etc.) This includes the monitoring of human resource and board governance trends externally, and ensuring that the University's policies are current. The following are functions that fall within this mandate:

Policies within MSVU:

- 1) To ensure that harassment of any kind is not tolerated
- 2) To ensure reasonable performance standards consistent with excellence are established and to monitor their application;
- 3) To encourage consultation and communication as a significant component in the creation of a positive working environment;
- 4) To support the provision of professional development opportunities for employees
- 5) To ensure that fair hiring policies and processes are in place.

** To access the HRGC policies in place to address the concerns above, please refer to the Board of Governors' Policy website at:

<https://www.msvu.ca/about-msvu/university-profile/board-of-governors/board-policies/>

External Compliance:

- 6) To ensure compliance with the Human Rights Act and to demonstrate the University's commitment to Diversity and Employment Equity;
- 7) To ensure that policies are in place so that the University community meets the spirit, intent and letter of legislated requirements related to human resources.

Governance:

- 8) To ensure the Roles and Responsibilities of the Board of Governors are upheld as written;
- 9) To assess Board Roles and Responsibilities on a regular basis to ensure effectiveness;
- 10) To monitor Board Governance activities and ensure compliance with roles, responsibilities and duties;
- 11) To review and amend the By-Laws biennially or upon request from the Board of Governors.
- 12) To review the content of the Board of Governors' Policy and Procedures Manual
- 13) To ensure that new Board members receive proper orientation and education;
- 14) To monitor and evaluate external governance trends as they relate to the University and to recommend changes or improvements.

- REPORTING:** The committee shall report to the Board at least four times a year and to the Finance Committee on matters which have financial implications.