



Institut sur la gouvernance
d'organisations privées et publiques

Human Resources Committee Charter

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Pour une gouvernance créatrice de valeurs®

Human Resources Committee Charter

Mandate

The Human Resources Committee is established by the Board of Governors in accordance with section XX of the by-law.

The mandate of the Human Resources Committee is to advise the Board of Governors on matters referred to it.

It also helps the Board of Governors with the adoption and monitoring of policies and by-laws concerning workforce planning, talent acquisition, staff training and development, succession management, the code of civility, and policies concerning professional conduct and ethical behaviour.

Composition

The Committee consists of no less than three but no more than five members, the majority of whom are independent governors.

The Board of Governors appoints the Committee chair and members.

Operation

1. The Committee must hold at least three meetings per year.
2. A majority constitutes a quorum.
3. The Committee must draft a work plan on an annual basis to identify its priorities and objectives.
4. The Committee must submit a written annual report on the implementation of its work plan in the past year.
5. A report must be prepared after each meeting and submitted to the Board of Governors by the Committee chair or the chair's representative.
6. The Committee may contact external experts and consultants for assistance in the performance of its duties.
7. Committee members have a one-year mandate that may be renewed by Board decision.
8. Unless they resign, are removed from office or cease being a governor, members must fulfill their duties until their successor is duly appointed by the Board of Governors.
9. The Committee must review its mandate, responsibilities and duties every three years or sooner if needed and recommend any changes to the Board of Governors for adoption.

Concerning the Director General and Academic Dean

1. Ensure that the selection, hiring and appointment process for the Director General complies with the applicable policy and that there is no impropriety.
2. Annually evaluate the performance of the Director General by way of a working sub-committee consisting of the Board of Governors Chair and members of the Human Resources Committee who are independent members.
3. Following the performance evaluation, submit to the Board of Governors a recommendation for renewal or non-renewal of the Director General's mandate.

Concerning the institution's human resources

1. Review and monitor the college's human resources strategies to ensure alignment with the institution's vision, mission and core values and examine any other human resources matter submitted by the Board of Governors or that Committee members deem worthy of attention.
2. Conduct employee surveys and review the results.
3. Ensure the institution has sufficient human resources to carry out its mission.
4. Ensure the institution has a good work environment and harmonious working relationships and make recommendations to the Board of Governors where appropriate.
5. Identify and review key human resources performance indicators on an annual basis.
6. Identify and review key health and safety indicators on an annual basis.
7. Ensure the implementation of human resources policies, in particular, hiring, remuneration, training and development, recognition and performance evaluation policies and make recommendations to the Board of Governors where appropriate.

The following are policies and by-laws that may be placed under the purview of the Board of Governors' Human Resources Committee:

- Institutional human resources policy
- Discrimination policy
- French language policy
- Senior staff evaluation policy
- Senior executive evaluation policy
- Professional and support staff evaluation policy
- Sexual harassment policy
- Equal opportunity policy
- Staffing policy
- New senior staff onboarding policy
- Work recognition policy
- Policy on psychological harassment and violence in the workplace
- Institutional policy concerning professional assistance to teachers
- Senior staff management policy
- Senior executive management policy
- Health and safety policy
- By-law concerning the appointment and mandate renewal of the Director General and the Academic Dean
- Conflict of interest and nepotism policy
- Information and IT security policy
- Dress code
- Code of civility
- Continuing education staff evaluation policy
- Policy on staff relations with the Foundation
- Respect policy