



**TERMS OF REFERENCE FOR THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
HUMAN RESOURCES COMMITTEE**

Date approved/revised: March 27, 2007/June 20, 2007/February 15, 2008/
September 30, 2008/November 29, 2016

Resources: Director, Human Resources

Approved by: Board of Governors

I. PURPOSE

The purpose of the Human Resources Committee is to assist the Board in fulfilling its obligations relating to human resources matters, and to establish a plan of continuity and development of senior management.

II. COMPOSITION AND OPERATIONS

- A. In addition to the Board Chair and President as ex-officio members of the Committee, the Committee shall be composed of not fewer than three Board members and none of these three shall be employees of the College.
- B. The Committee shall meet at least two times each year. Additional meetings may be held as deemed necessary by the Committee Chair, or as requested by the majority of Committee members.

III. DUTIES AND RESPONSIBILITIES

The Committee has the duty and responsibility to:

- A. Develop and recommend to the Board a succession plan for the President, and provide recommendations to the Board on succession planning strategies.
- B. Review with the President the organizational structure of the College Leadership Team and succession planning strategies and issues. Report annually to the Board highlights regarding organizational structure and succession planning for the College Leadership Team.

- C. Review proposed bargaining mandates and bargaining committee recommendations regarding collective agreement bargaining, provide feedback to the President and recommend acceptance or rejection to the Board.
- D. Review proposed collective agreements with labour unions operating at the College and recommend acceptance or rejection to the Board.
- E. Review proposed policies for terms and conditions of employment for Senior Managers, Administrators, and Excluded Support Staff operating at the College and recommend acceptance or rejection to the Board.
- F. Review the College's employee satisfaction survey results and report to the Board as required.
- G. Review human resources indicator reports annually. Indicators should address succession planning, labour relations, bargaining group relations, recruitment, retention, performance with respect to major human resource policies and human resource matters that relate to the College's Strategic Plan.
- H. Review any new or revised human resources related policies that require approval by the Board as presented to the Committee by the President and report to the Board as required.

IV. ACCOUNTABILITY

The Committee shall report its discussions to the in-camera meetings of the Board by maintaining minutes of its meetings and providing an oral report at the next in-camera meeting of the Board.

V. REVIEW

The Terms of Reference for this Committee will be reviewed annually by the Committee.