



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

TERMS OF REFERENCE

BOARD STANDING COMMITTEE ON GOVERNANCE & HUMAN RESOURCES

1. Committee Purpose

To serve as the focal point for UNA Board consideration of UNA policies and programs related to governance of the UNA, and related to Human Resources policies and practices.

2. Committee Mandate

2.1. The Committee's mandate with respect to **governance** is to:

- Review the overall governance structure on a regular basis, identifying any areas of concern and recommending changes to the UNA Board as appropriate based on good governance practices.
- As appropriate, and subject to guidance from the Board, to liaise with UBC on matters related to the above.
- Act as a forum for discussions with Community Advisory Committees and Working Groups, with particular reference to the Community Engagement Committee.
- Co-ordinate an annual evaluation of the overall performance of the UNA Board.
- Review the skills and experience of Board members to identify ongoing needs with respect to recruitment, training and orientation.
- Review these terms of reference on an annual basis and recommend changes to the UNA Board as appropriate.

2.1 The Committee's mandate with respect to **Human Resources** is to:

- Review and forward to the Board with recommendations for approval or amendment any human resources policies, recruitment practices, compensation schedules, benefits packages or other reports submitted to them by the Executive Director for review;
- To review and recommend to the Board for approval the annual objectives of the Executive Director;
- To coordinate with the Board the annual performance evaluation of the Executive Director.

2.2. The Committee is an advisory committee to the Board; it does not have decision making authority.



3. Committee Composition

The Committee will be comprised of the Board Chair and up to three Board Members, as recommended by the Board Chair to the Board for approval. The Executive Director or designate will act as the staff liaison.

4. Chair

The Chair will be selected by the Board from among the Resident Directors. The Board will also appoint a Vice-Chair from among the Resident Directors to fill in when the Chair is absent.

5 Length of Term

The Board Chair will review committee membership on an annual basis and make recommendations to the Board for changes, as appropriate.

6. Reporting

A report from the Committee will be a standing item on the Board Agenda, and the Committee Chair will report to the Board with an update on the Committee's activities.

7. Meeting Procedures:

7.1. Rules of Procedure:

- The Committee will generally conduct its business in accordance with the Board Procedures Policy" used by the UNA Board of Directors and in accordance with UNA bylaws. In those cases where the Board Procedures Policy does not apply or address an issue, the Committee will rely on Roberts' Rules of Order.
- In the Chair's absence, the Vice Chair will conduct the meeting and liaise with the Chair to ensure the minutes are reported to the Board.
- Committee meetings will be closed.

7.2 Agendas

- The Chair will set the agenda in consultation with the Committee members and the Executive Director, conduct the meetings, and ensure the minutes are recorded and reported to the Board.
- The Chair will forward the agenda to Committee members at least three days before the meeting.
- The Chair will send the draft minutes to all members and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.



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7.3 Meeting Frequency:

The Committee will meet at least every second month. Additional meetings will be scheduled at the call of the Chair.

8. Committee Operations:

8.1. Staff Support:

8.1.1. Administrative:

Secretarial support will be assigned to the Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

8.1.2. Staff Liaison and Professional / Technical Support:

A staff member will be assigned to the Committee to act as a liaison between the Committee and the Administration, and provide technical support.

9. Community Consultation and Engagement

Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

10. Work Programs and Budgets

If the Committee requires resources such as staff or budget, the budget must be approved in advance by the Board, which will require submission of a work program and budget estimate for the project.

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