

MEETING GUIDELINES

Human Resources Committee

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Introduction

The Human Resources Committee is a standing committee of the Board and reports to the Board. The Human Resources Committee is to provide strategy and direction to the College regarding human resources, specifically regarding risk management, and the ongoing development of policies and procedures.

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Important considerations for committee members

The primary test for any decision will always be whether the outcome serves and protects the public. Human Resources Committee members should keep the scope of the College's mandate and objects uppermost in mind, and may wish to ask themselves the following questions:

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Individual votes are not recorded unless the committee has agreed to record the vote, or unless an individual committee member requests that their vote be noted.

The minutes are the official record of the meeting. They follow a standard template, as with agendas, the minutes record the time, date, location and type of meeting, the names of participants who attended the meeting or forwarded their regrets, the names of staff and guests in attendance, and a formal acknowledgment of the territory on which the meeting is taking place. The minutes state the nature of the matter before the committee, the reason the committee was asked to consider it, a note of the questions asked, and what action was taken by the panel, if any.

The draft minutes are added to the next meeting agenda for review and approval by the panel. The minutes are signed by the chair once approved by the panel. A log of all resolutions is kept by staff of the registrar's office and is a resource to the panel, if required.

The chair

As meeting facilitator, the chair is responsible for setting the tone of the meeting and ensuring good governance practices are adhered to. It is an active role to keep committee members engaged while building a safe, cohesive, and collaborative forum in which discussions can take place and clear decisions can be made. The chair opens the meeting with a First Nations land acknowledgment.

During the meeting

- For remote participants, check they are available to start the meeting and have the relevant material.
- Verify that remote participants can see and hear properly and review the general guidelines with them (e.g. muting the line when not speaking, identifying themselves, etc.).
- At the outset of the meeting (or, if need be, at any time during), ask attendees if they know of any conflicts of interest with agenda items under discussion.
 - If a conflict of interest is identified by an attendee, allow time for them to leave the room, log off or disconnect their call, and then later rejoin the meeting.
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