



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Human Resources
Committee Terms of Reference**

Commission Board Approved January 22, 2020

Saskatchewan Apprenticeship and Trade Certification Commission

Human Resources Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (2)(3)(4)(5) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Board Human Resources Committee shall be a standing committee of the Board of Directors and assist the Board by providing guidance and advice in relation to any matters delegated to it.

2) Membership

- a) Members of the Committee shall consist of the Board Chair, Vice-chair, and the Chairs of Standing Committees.
- b) The Commission Board Chair shall be the Chair of the Committee.
- c) Members of the Committee shall continue to be members until a successor is appointed, unless the member resigns, is removed by Board resolution or ceases to be a member of the Board.

3) Responsibilities

The Human Resources Committee shall have the following general duties and responsibilities:

- a) Develop CEO performance objectives together with the CEO.
- b) Oversee the evaluation and compensation of the CEO as set out in the Board Policy G9 CEO Evaluation.
- c) Ensure the SATCC has a sound plan for management succession.
- d) Every two years conduct a review of the Human Resources Committee's Terms of Reference and recommend to the Governance Committee any amendments.
- e) Carry out any other responsibilities as assigned by the Board from time to time.

4) Meetings

- a) The Committee shall meet at the call of the Chair.
 - b) A quorum shall be half the Committee members.
 - c) Reasonable notice, preferably seven (7) calendar days before the meeting, shall be given in writing, to each member of the Committee.
 - d) The Agenda and associated material shall be sent to each member of the Committee prior to the time for such meeting, preferably seven (7) calendar days.
 - e) A Committee member may in any manner waive a notice of meeting. Attendance of a Committee member at the meeting is a waiver of notice of the meeting, except where a Committee member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not properly called.
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- f) The Committee shall have the right to determine which non-Committee members shall and shall not be present at any part of the meetings of the Committee, and may hold in-camera sessions.

5) Decision Making

All decisions of the Human Resources Committee will be based on the SATCC Consensus Model (see Appendix 1).

6) Reporting

- a) The minutes shall include an outline of items discussed, proposed recommendations and action items for the SATCC Board of Directors.
- b) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.

7) Confidentiality

All deliberations of the Human Resources Committee, including all records, material and information shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

8) Review History

Board Approval dates: March 4, 2014; December 16, 2015;
January 24, 2018; and January 22, 2020
Last Committee review: November 25, 2019
Next scheduled review: November 2021

Appendix 1 SATCC Committee Consensus Decision Making Model

