

### **Authority & Mandate**

- 1 (1) In accordance with Article VII Section B of the Constitution, the Cabinet is vested with the administration and executive functions of the Union to make any human resource based decisions(s), order(s), or finding(s) within the Union.
- (2) The Cabinet may adopt any procedures regarding any human resource matters that are consistent with the Constitution, Union Bylaw, or SLC Procedures governing any matters necessary or advisable for the effective discharge of its functions or powers in accordance to Federal and Provincial Legislation.
- 2 (1) The Union Bylaw establishes the Cabinet as a Standing Committee delegated with the authority to make human resource based decisions of the Union as per Section 7 of this Terms of Reference.

### **Membership**

- 3 (1) The committee shall be composed of:
  - (a) President (Chair);
  - (b) Vice President Academic;
  - (c) Vice President External;
  - (d) Vice President Student Life;
  - (e) Vice President Operations and Finance;
  - (f) General Manager (non-voting); and
  - (g) Manager, Human Resources (non-voting).

### **Meetings**

- 4 (1) The President shall call a meeting of the Cabinet when:
  - (a) The President deems a meeting advisable;
  - (b) The President receives a request for a Cabinet meeting from the General Manager or the Manager, Human Resources; or
  - (c) When the President receives a request for a Cabinet meeting from at least two Vice-Presidents.
- (2) The President shall provide at least 24 hours' written notice and an agenda to all Cabinet members for a Cabinet meeting.
- (3) A Cabinet meeting may be called with less than 24 hours' notice if quorum is present.

## **Decisions and Quorum**

- 5 (1) All decisions require a Simple Majority (50% + 1) of all Executives.
- 6 (1) Quorum of the Cabinet shall consist of:
  - (a) No fewer than a majority of all Executives; and
  - (b) At least one of the General Manager or the Manager, Human Resources.

## **Duties & Responsibilities**

- 7 (1) The Cabinet has the following duties and responsibilities:
  - (a) Assurance of General Manager Performance
    - i. Develop the annual performance targets along with compensatory incentives for the General Manager and ensure alignment of performance targets with the Union's overall organizational goals and objectives.
    - ii. Provide feedback on General Manager performance related to the Union's annual merit compensation program.
    - iii. Approve any incentive compensation related to General Manager annual performance targets.
  - (b) Recommendations for Appointment and Dismissal of the General Manager
    - i. Oversee the recruitment of the position of General Manager and provide a recommendation for appointment to the SLC for approval.
    - ii. Determine whether a case for dismissal of the General Manager for just cause exists, including but not limited to non-performance or misconduct, and provide a recommendation to the SLC for approval.
    - iii. Engage professional consultants, including legal and/or human resource recruiting professionals to assist as needed, subject to compliance with all internal limits on spending or requirements to seek approval of the SLC or other empowered committees of SLC.
  - (c) Staffing
    - i. Review the current staffing model and annual staffing plan with the General Manager.
    - ii. Provide recommendations annually to adjust current or future staffing plans with the General Manager.
    - iii. Consult with the General Manager regarding any staff appointments (including position descriptions) or dismissals at the manager level or above, or for positions on the Student Services team.
    - iv. Review and approve on an as-needed basis any significant organizational downsizing recommendations from the General Manager (i.e. terminations) that would affect more than 5 percent of the current Union full-time workforce.
  - (d) Employee Relations and Legislated Employment Standards
    - i. Annually review with the General Manager and/or the Manager, Human Resources the status of Union policies or programs that affect staff relations, including employee

- health and safety, employee assistance programs, and hiring and termination practices.
  - ii. Verify that all policies or programs that have legislated requirements adhere at minimum to provincial employment standards.
- (e) Employee Compensation and Benefits
- i. Annually review on a summary basis with the General Manager and/or the Manager, Human Resources the overall appropriateness of existing total compensation and benefit plans for employees, and ensure these are consistent with current financial management obligations and priorities, existing local labour market conditions, and sound employer-employee relations practices.
  - ii. Verify with the General Manager and/or the Manager, Human Resources that appropriate performance management practices for full-time employees, including the provision of job descriptions for full-time positions, are in effect.

## **Reporting**

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- (1) The Cabinet shall submit an annual report to the SLC on the activities of the Committee, subject to confidentiality, established human resource practices, and privacy legislation.
  - (2) The Cabinet annual report to SLC shall be prepared by the Human Resource Manager and adopted the Cabinet prior to its presentation to SLC.
  - (3) The Cabinet shall ensure SLC is aware of all decisions and activities, subject to confidentiality, established human resource practice, and privacy legislation.
  - (4) All reporting by the Cabinet is subject to confidentiality, established human resource practice, and privacy legislation.