



Northlands College Terms of Reference

HUMAN RESOURCES AND COMPENSATION COMMITTEE

I. PURPOSE

The purpose of the Human Resources and Compensation Committee (the “Committee”) is to assist the Board in the recruitment and appointment of a President & CEO of the College. To delegate responsibilities and assist the President & CEO in the performance of his or her duties and to systematically evaluate the President & CEO’s performance and administer the President & CEO contract, compensation and contract renewal.

II. COMPENSATION AND OPERATIONS

1. The Committee will include the Chairperson and Vice-Chairperson of the Board and one other member appointed from the Board.
2. The President & CEO shall serve as resource to the Committee upon invitation, except on those issues dealing with the President’s employment.
3. The Chairperson of the Committee will be the Board Chairperson.
4. The Committee shall meet at least two times each year.

III. DUTIES AND RESPONSIBILITIES

The Committee will:

1. Be responsible for the recruitment process for the President & CEO position when a potential vacancy in said position is identified. The Committee will design an appropriate process to articulate Board expectations and will recruit suitable candidates for the position and recommend one candidate for appointment by the Board.
2. The Committee will determine the process for the President & CEO’s performance evaluation and lead the implementation of the evaluation process.
3. Review and recommend to the Board the President & CEO’s compensation and benefits, and represent the Board in the negotiation of contracts with the President & CEO.
4. Have authority to approve individual market adjustments for out-of-scope management staff as supported by the President & CEO, approve pay-out of unused accumulated scheduled days and vacation leave of the President & CEO.
5. Ensure that the College has succession plans established that will allow for the ongoing effective management and operation of the College in the event of short-term or long-term absences of key management staff or during expected or unexpected vacancy in these positions.
6. Liaise with the President & CEO on major changes in the organizational structure of management as proposed by the President & CEO.

IV. ACCOUNTABILITY

The Committee will present to the Board a work plan by October of each year outlining its plan for the upcoming calendar year.

The Committee shall maintain minutes of its meetings and provide a report on their deliberations and decisions at the next Board meeting.



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Policy Originated: September 2018	Approved by: Board of Directors
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