

Terms of Reference

Personnel Working Group

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Authority:

Health Professions Act, sections 18(1) and 21(1).

Background:

The Board must govern the affairs of the College. The Personnel Working Group (PWG) is a support committee of the Board responsible for overseeing the Board and Registrar's performance evaluation processes. Successful performance supported through effective evaluation processes enables the Board to fulfill its obligations under the *Health Professions Act* and the College bylaws, and achieve the strategic goals it sets for the College.

Composition

The PWG consists of a maximum of four (4) persons appointed by the Board. At least one member must be a government appointed public representative:

- Board Chair, who is Chair of the PWG;
- Board Vice-chair and/or,
- up to three (3) other Board members.

The Committee is supported by the Registrar and the College's Human Resource (HR) Consultant.

Board members nominate and approve appointments to the PWG.

Mandate

The PWG's mandate is to support the evaluation of the Board's performance relative to standards and criteria set by the Board and to support the evaluation of the Registrar's performance relative to the Registrar's Job Description and the Board's Strategic Goals.

Primary Duties, Functions and Responsibilities

The PWG is responsible for:

- Maintaining a self-declared Skills/Attributes table for Board members and identifying skills/attributes that new Board members would ideally possess, as well as ensuring the table is used to inform Board succession planning and recruitment processes
- Annually reviewing and revising as needed the Board Self-assessment Form, compiling results and bring them back to the Board for discussion
- Based on the Board's annual Self-assessment, identifying specific Board training to meet identified knowledge gaps
- Annually reviewing and revising as needed, the Registrar's Performance

- Appraisal Form and policy Bd-14, Registrar's Performance Appraisal and Succession Planning, and bring proposed revisions to the Board for approval
- Supporting the Board in the annual assessment of the Registrar's performance, following Board policy Bd-14, Registrar's Performance Appraisal and Succession Planning
 - Reviewing results of Board members' appraisal of the Registrar's performance compiled by the College's IT consultant and bringing them back to the Board for discussion, with the Registrar's Self-assessment
 - Managing any other projects/tasks that may be requested by the Board that fit with the PWG's mandate.

Term

The term for each PWG member is one (1) year. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$250 annually for members and \$300 annually for the Chair, plus expense reimbursement. Remuneration is prorated for terms of less than one year.

Meeting Procedures

- Schedule: at least twice annually
- Format: meetings can be held in person or by telecommunications or electronic means
- Decision-making: As a non-legislated working committee of the Board, the PWG makes recommendations to the Board for approval. Board voting may take place in person, or by any electronic means or mail ballot; a majority is required to pass a proposed resolution.
- Agenda: developed by the PWG Chair in consultation with the Registrar/HR Consultant, with input from Committee members
- Quorum: a majority of the working group constitutes a quorum
- Meeting Minutes: using standard format, drafted by the Registrar/HR Consultant or Committee designate, circulated to the Chair for approval of the draft, circulated to the PWG for review and approval; approved copy of the Minutes kept on file in the College office.
- *In Camera* Minutes (without the Registrar present): using standard format, kept separate from the meeting Minutes; drafted by the HR Consultant/Committee Chair or designate; circulated to the Chair for approval of the draft; circulated to the PWG for review and approval; approved copy of the Minutes kept by the Board/PWG Chair in a secure location.

Indemnification

Immunity for acts or omissions in good faith (s. 24, *Health Professions Act*); Directors and Officers Liability Insurance.