



HUMAN RESOURCES (HR) COMMITTEE TERMS OF REFERENCE

MANDATE

The HR Committee will assist in the hiring of TDSA employees, performance reviews, job descriptions and employment best practices. The HR Committee will also assist in any disciplinary investigations.

MEMBERSHIP

The Chair will appoint the members of the HR Committee to represent their respective roles. Other members (i.e. TDSA executives and directors) may be included at the discretion of the President and with the advice of the TDSA. The positions of the HR Committee are as follows:

- The Chair, which will be a member of the Board of Directors
- Chairperson of the TDSA Board of Directors
- 2 additional board members
- At least 1 member at large
- External advisers (when applicable)

EXPECTATIONS

It is expected this committee will meet at least twice a semester at minimum, with notice of a meeting given at least 7 days in advance. It is important to note that emergency meetings can occur, in which case notice will be given out at least 24 hours before the meeting.

Minute-taking will be tasked to a member at the top of the meeting, with minutes being physically handed to or digitally sent to the Chair upon adjournment.

REPORTING RELATIONSHIP

The committee holds the power to issue written or verbal warnings within the TDSA, without the consultation of the TDSA Board of Directors. Any monetary, extra-curricular and/or impeachment actions will be subject to board hearing processes

Projects and content generated from this committee will be handed over to the President of the TDSA at the end of every term.