



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Human Resources
Committee Terms of Reference**

Commission Board Approved December 16, 2015
Commission Board Approved March 4, 2014

Saskatchewan Apprenticeship and Trade Certification Commission

Human Resource 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) 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 review the Human Resources Committee's Terms of Reference and recommend any amendments to the Governance Committee.
- e) Carry out any other responsibilities as assigned by the Board from time to time.

3) 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.

4) Meetings

- a) The Committee shall meet at the call of the Chair.
- b) A quorum shall be half the Committee members.

5) 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.