



Governance and Human Resources Committee Work Plan

Category: Governance
 Year: 2016
 Issued: 2015
 Owner: Governance & Human Resources Committee
 Approved by: Board of Governors
 Contact: Chair of the Governance & HR Committee

	Key Agenda Items/Activities	Apr 2016	Jun 2016	Sept 2016	Jan 2017	As Required
1	Annually – review and recommend for Board approval a work plan that ensures the committee’s duties and responsibilities are scheduled.	√				
2	After each committee meeting - report committee information and make recommendations as appropriate to the Board.	√	√	√	√	
3	Annually - Receive for information anticipated recruitment and/or changes in the staffing levels for the University (with budget approval).	√				
4	Annually - Review the University’s succession plans for senior administrators.		√			
5	Annually - Review the President’s annual objectives and recommend for Board approval.		√			
6	Annually - Working closely with the Chair of the Board, facilitate the Board’s annual review of the performance and compensation of the President.		√			
7	Annually - Review and report to the Board the University’s progress towards accomplishing the strategic plan through an approved performance measurement framework.			√		
8	Annually - Coordinate the formal annual evaluation of the Board, Board Chair, Board members and committees. Report as required to the Board.			√		
9	Annually – review and recommend to the Board for approval the Annual Report.			√		
10	Oversee the University’s compliance with all related statutes, regulations, guidelines and agreements governing human resources, environmental protection, and the health and safety of the University community.					√
11	Recommend the compensation for out-of-scope employees for Board approval.					√

FIRST NATIONS UNIVERSITY OF CANADA

	Key Agenda Items/Activities	Apr 2016	Jun 2016	Sept 2016	Jan 2017	As Required
12	Oversee development and implementation of policies and processes that ensure the University's compliance with occupation and environmental health and safety legislation, relevant regulations, standards and codes of practice.					√
13	Monitor, evaluate, and make recommendations to the Board on policies and strategic matters related to the University's human resources and personnel issues (including recruitment, retention, conditions of employment, professional development, diversity, harassment, discrimination, conflict resolution and on matters of compensation for out-of-scope employees that include salaries, overtime, leaves, vacations, paid holidays, moving expenses, and working conditions).					√
14	Review and recommend collective agreements for Board approval (includes reviewing and recommending the general economic parameters that will inform collective bargaining and reporting to the Board progress against these parameters during bargaining).					√
15	Assess the framework governing staff benefit plans.					√
16	Oversee the selection of the President according to <i>An Act Respecting the First Nations University of Canada</i> .					√
17	Working closely with the Chair of the Board, negotiate and recommend a contract to engage the President for Board approval.					√
18	Review and recommend the frameworks and policies that will be used for the President's annual review of performance and compensation for Board approval.					√
19	Oversee, participate in development of, and recommend the University's strategic plan for Board approval (<i>normally every five years</i>).					√
20	Review and recommend to the Board management's recommendations to enter into federation or partnership agreements, memoranda of understanding, or protocols with other educational entities.					√
21	Review First Nations University of Canada policies and procedures. Recommend any amendments for Board approval.					√
22	Review the Board Terms of Reference and recommend any amendments to the Board. Ensure all committees of the Board review their terms of reference and recommend any amendments to the Board.					√
23	Ensure the appropriate orientation, training, and education are made available to Board members.					√

FIRST NATIONS UNIVERSITY OF CANADA

	Key Agenda Items/Activities	Apr 2016	Jun 2016	Sept 2016	Jan 2017	As Required
24	With the Chair of the Board and the President of FNUniv, review and respond to any relevant legislation, report, position paper, or other developments on the subject of corporate governance generally and the duties and responsibilities of board members in particular.					√
25	Review and report to the Board on conflict of interest matters involving the President and senior executives.					√
26	Review and recommend for Board approval major public disclosures on corporate governance and Board member profiles, qualifications, attendance, and code of conduct compliance.					√
27	Provide a list of qualified candidates to the Board to recommend to the Selection Committee appointed by the FSIN Education and Training Commission.					√
28	Manage the process for the appointment of the Chair and Vice-Chair of the Board					√
29	Review and recommend to the Board candidates for committee membership and committee chairs.					√
30	Review and make recommendations to the Board on the size, composition, and structure of the Board committees.					√
31	Address any other matter properly referred to the committee by the Board.					√