

## **Staff Support Committee –Terms of Reference**

### **Purpose**

The Staff Support Committee supports the human resources responsibilities of the principal, and decision making of Central Council through consultation, recommendation and coordination.

### **Duties and Responsibilities**

1. Consultative reflection with principal, staff and volunteers on staff configuration
2. Consultative reflection with principal, as needed, on emerging staff issues
3. Recommendation (with principal) of staff configuration
4. Coordinating staff search and selection
5. Coordinating the Principal's annual performance review
6. Recommendation of salaries and cost of living increases
7. Coordinating hospitality for welcoming and leave-taking in staffing transitions
8. Conduct Exit Interviews with departing staff.
9. Minute all meetings, while ensuring confidential material is filed appropriately

### **Composition and Qualifications**

3- 5 Members

Principal

The chair of the Staff Support Committee shall be a member of the Central Council.

Staff are full members of the Committees and Working Group, entitled to vote unless otherwise indicated.

### **Skills among the membership**

- interest in the program and values of CCS
- experience with personnel policy and the legal requirements of its implementation.
- appreciation of CCS's commitment to a staff model of shared accountability and leadership
- commitment to working to provide a fair working environment, just employment practices and strong staff and volunteer morale.

### **Commitment**

#### **Meetings**

The committee will meet quarterly. On occasion it may meet more frequently, or at short notice. Committee members may be required to carry out work between meetings and participate in working groups. The chair (or designate) will be a member of Central Council.

### **Terms of Appointment**

2 year term, renewable twice

### **Authority/Decision-making**

#### **Accountability**

- to Central Council with written reports and representation to each Council Meeting.
- Copies of non-confidential portions of the minutes to be sent electronically to Council

members.

- To the Corporation annual meeting with a written annual report.
- Staff Support Committee will normally review the material submitted by any of its Working Groups. Normally if there are substantive changes, material will be returned to the Working Group with specific concerns or recommendations before being sent to Council.
- Submit a copy of minutes to Administrative Assistant for official records.

**Date passed: Feb 1, 2018**

**Updated: Aug 30, 2019**