



## **Personnel Committee Mandate**

The Personnel Committee is a committee of the Board of Directors (BOD) of the Association of the Ontario Road Supervisors (AORS). The mandate of this committee is to review all matters involving personnel policies that affect the corporation and recommend various policies to the Board of Directors.

### **Committee Composition, Appointment and Procedures**

#### **Composition and Appointment of the Committee**

The Committee shall be comprised of the Past Past President, Past President and President. This is effective following the election at the Annual General Membership meeting in February of each year. The Committee may and shall appoint other members as deemed necessary.

#### **Committee Chairpersons**

- The Chair shall be the Past Past President.
- Set agenda and ensures that the Committee meets on a regular basis, at least once per year.
- Report to the full BOD on all proceedings and deliberations of the Committee and at such times and in such manner, as the Board considers advisable.

#### **Absence of Committee Chairman**

If the Chairman of the Committee is not present at any meeting of the Committee, one of the other members of the Committee who is present at the meeting shall be chosen by the Committee to preside at the meeting.

#### **Quorum**

A majority of the members of the Committee shall constitute a quorum.

#### **Responsibilities of the Committee**

- In conjunction with the CAO, conduct organizational and performance reviews annually
- Recommend salary step increases for eligible staff and/or contracted individuals.
- Review and prepare agreements for contracted staff.