



**To: AMS Council**

**From: Cole Evans, Chair of the AMS Human Resources Committee**

**RE: HR Committee Agenda Items for January 9th**

**January 4th, 2019**

Dear Council,

Just wanted to send you all a quick memo concerning agenda items that will be coming from the Human Resources Committee to Council on January 9th, 2019.

Please note the following items that as Chair I intend to add to the agenda, but will be submitting sometime next week **prior** to Council due to their pending approval from the Human Resources Committee:

- I. HR Committee Minutes - November 19th, 2018
- II. HR Committee Minutes - November 26th, 2018
- III. HR Committee Minutes - January 2019 (meeting date pending)
- IV. Amended Elections Committee Job Description - Polling Officer
- V. New Elections Committee Job Description - Poll Clerk
- VI. Amended AMS Code of Procedure - RE: Elections Committee
- VII. Amended Elections Committee Job Description - Chief Electoral Officer (Effective May 1st, 2019)

\*These items are all pending approval, and some may not be included if they are not passed through HR Committee. Full documents will be available to Council once they are approved through the HR Committee.

**Rationale:** These are all items (not including meeting minutes) that came up in December, and our last HR Committee meeting was November 26th, 2018 following standard practice not to have Committee meetings during exam break. All items RE: Election Committee are also urgent as the EC needs to start hiring the amended position “Polling Officer”.

Thanks everyone! Hope you all have a great weekend and cant wait to see all your pretty faces again on Wednesday. As always, if you have any questions or concerns, please reach out to me to either of my AMS emails - [coleevans@icloud.com](mailto:coleevans@icloud.com) or [hcom@ams.ubc.ca](mailto:hcom@ams.ubc.ca).

Happy 2019!

A handwritten signature in black ink, appearing to read 'Cole Evans', with a long horizontal flourish extending to the right.

Cole Evans

Chair, Human Resources Committee