July Report of
AMS Human Resources Committee
Chair: Riley Ty
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Dear Council,

At the time of this report, the HR committee has met six times since our appointment and much of this report will focus on works in progress, as we near the implementation phase of our goals. Feel more than free to reach out to me for any corresponding questions and or concerns.

1. **Works in Progress:**

It is important to note that since the last report, the committee has decided to pursue an additional goal, that is executive compensation, which will be elaborated on later in this report and has been added to the goals table at the end.

1. In regards to goal 10, executive compensation, it was noted by the AMS HR Manager that there were possible abnormalities regarding executive pay and that when calculated, the hourly rate may be less than minimum wage. As a result, the HR Committee will seek to have a join meeting with the Finance committee to review this concern and resolve it, once code for joint meetings has been established by the Governance committee and the HR Manager has thoroughly reviewed the noted financials and goes over it with the committee. Additionally, we may consider other long-term changes, but the priority remains resolving the less than minimum wage abnormality.

2. In regards to goal 3, the committee has had one meeting with the AMS HR Communications Manager, in which it was given an overview of AMS Communications projects and planned student outreach for the following year. We then discussed ways to better advertise the AMS, and therefore increased the diversity and number of student applicants and give opportunities for constituencies to get involved as well (i.e. AMS advertising in constituency buildings in return for advertising at AMS spaces, as one example, as one example). While the conversation proved promising, it was decided that we would brainstorm ideas first and then follow up on them at the appropriate time.

3. In regards to goal 7, after being given an update by the President, the committee is trying to fill the advisory board vacancy with a candidate of operational management experience. Given the broad descriptions given to the committee regarding operational management (i.e. had experience managing a budget), we are currently working on a

clearer definition and will hopefully develop a description of the position that executives and councilors can use to distribute to ideal candidates. As per code, all nominations are to be directed to the HR Committee Chair and we hope to fill the position by the end of August.

4. It has also been noted that since our first meeting, all committee members are reluctant to be recording secretary. Thus, a roulette system has been introduced in order to share responsibility and ensure that all members are participating. Therefore, there may be a lack of consistency in terms of writing style, per each HR Committee set of minutes.

5. As many of the committee's goals are long-term in nature and implementation, the committee has developed a next steps document, in which committee members would list possible ways to move forward towards accomplishing each goal. Therefore, when the time comes, execution would be a more thought out process rather than thinking on the fly and improvising. As of now the committee has divided the document amongst its members and a check in will be done at its next scheduled meeting. Please note this is essentially a rough draft on how to achieve each goal, but that circumstances may and change and in one form or another the committee will accomplish its goals.

If you have any suggestions or feedback, we are always excited to hear them, feel more than free to let us know what you think.

SECTION B:

Goal Setting Process for Standing Committees: Section V of AMS Code mandates under the terms of reference of each Standing Committee to:

"propose annual goals for itself to the Steering Committee and be responsible for completing those goals"

The following provides a guideline on the completion of said goals. The Terms of Reference for Standing Committees will be sourced from the Sections of Code that was adopted by the AMS Council in October of 2018.

· The goal setting below will use the Terms of Reference as supporting document to review the future direction of the committees.

· The goals, in conjunction with corresponding sections of the Code, will be used for the current governance and evaluation of the committee.

· Once completed, the goals are to be included as an addendum to the June Committee Report to Council.

· These goals are to be reviewed, updated, and included as an addendum to both the September Committee Report to Council, and the January Committee Report to Council.

1. Identification Of Purpose

a. Is the general description of the committee's purpose clearly stated in the Terms of Reference so that it will be easily understood by others?
b. Without altering the intent or basic content of the description, determine a succinct, clearly stated statement of purpose.

GUIDE TO ANSWERING THE GOAL GRID BELOW

Number: Please number all your goals for clarity.
Goal: State the particular goal for your committee.
Goal Type:

> a. Yearly Routine Goals: These are the traditional responsibilities of the committee that are mandated to happen on a schedule. Examples include hiring personnel, code mandated reviews, budget etc. Please see Committee Timeline for assistance on this.

> b. Specific Short Term Goals: These are goals that are immediate and have been identified as priorities by committee members, Council or stakeholders to be of importance. Examples include creating a working group, ad-hoc reviews, referrals from other committees etc. Ideally these are goals that will be completed within the year and are not multiyear projects.

> c. Strategic Long Term Goals: These are goals that could be multiyear and multi committee. They would align with the strategic principles of the society including the mission value, constitution, bylaw, code, policies and other adopted documents and mandates from Council.

Mandated by: State who or what authorizes/prompts this goal. Bylaw, Code, Policy, Motions, Membership Requests, Constituencies etc. are all examples of the mandate source.
Targeted Completion Date: State the ideal date of completion for the goal.

Goal no.	Goal	Goal Type (Yearly Routine, Specific Short Term, Strategic Long Term)	Mandated by	Targeted Completion Date
1	Establish system for Ombudsperson Review	Yearly Routine August, Jan, April Need metrics,	Code	October 2019
2	Reintroduce Ombudsperson code change in council	Specific Short Term	Membership Request	October 2019

3	Develop strategies to better advertise AMS job postings in order to increase the diversity and number of student applicants	Strategic Long Term	Membership Request, Suggested in transition report	April 2020
4	Review hiring process for appointees in Code (Section IX C, Article 2(8)) in time for hiring and updates	Specific Short Term	Membership Request	April 2020
5	Review transition process for student governance and service positions	Strategic Long Term	Membership Request	January 2020
6	Explore methods to improve transparency regarding committee hiring processes (including an in committee report)	Strategic Long Term	Membership Request	March 2020
7	Work to fill advisory board	Specific Short Term	Code	September 2019
8	Look into joint sessions with finance committee regarding overlapping JDs responsibilities	Specific Short Term	Membership Request	Jan 2020
9	Review AMS Health and Safety Policy	Strategic Long Term	Membership Request	Jan 2020
10	Review Executive Compensation	Strategic Long Term	Membership Request	Jan 2020