

# October Report of AMS Human Resources Committee

Chair: Riley Ty

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October 18, 2019

Dear Council,

At the time of this report, the HR committee has met approximately three times since our September appointment and below you will find a summary of our activities, projects and a list of our goals.

## 1. Works in Progress:

Regarding Goal 8, review of non-executive committee chair compensation, due to possible conflicts of interest, the project is mainly being handled by the Vice-chair, Samantha Peng, in conjunction with the AMS President, Chris Hakim. To provide some context, as of now committee chairs are compensated on the basis of a Tier 1 rate and having completed 3 hours of work per week. A survey will soon be sent out to all non-executive committee chairs, dating back two years when the current compensation and expectation structure was introduced. The purpose of this survey will be to provide the committee with how much work committee chairs do and will ultimately help the committee decide if it should increase chair compensation for next fiscal year. If the committee does decide on such a course, a joint meeting with the finance committee will should also be held to hammer out the details and whether to focus on a slide scale (i.e. increase in hours) or an increase in tier level and thus greater compensation.

Regarding Goal 5, working to fill the advisory board, as of now all existing members of the advisory board (i.e. 2 professional members and 2 student members) have been contacted to see whether they would want to stay on. As of now, all but 1 professional member have replied and indicated they are still willing to serve on the board. If there are 2 professional membership vacancies, it is believed that one of the student members has exceeded the 2-year limit, required of all student members and may in fact be eligible to fill one of the professional vacancies. Another potential candidate is a former AMS affiliate who conducted the governance review a few years ago. A former AMS executive has also been stated as a potential candidate to fill the student vacancy under this scenario. If all candidates agree then this should fill all the vacancies within the advisory board and the committee will continue to work with the President's staff to hopefully reach this conclusion. However, as nothing is set in stone councilors are still encouraged to put forward any candidates, they believe will be a good fit for the positions and overall, we hope to have the board filled soon, optimistically by the end of November.

Regarding Goal 2, increasing diversity of student applicants for AMS positions, the committee was provided a debrief by Julia Burnham, the AMS VP Academic and University Affairs, regarding her experience at the Stratagem Conference, a seminar on improving diversity in the workplace. While the October 9<sup>th</sup> minutes provide a better overview of what was stated and suggested, the most actionable item for the committee is reviewing executive training processes. As it has been stated that it is likely their first time in a managerial role and conducting hiring of any kind, it is then important to include relevant diversity training in their onboarding process and those of other positions within the AMS. Altogether, the committee looks forward to working more with the VP on this matter and incorporating her feedback into actionable steps that will help facilitate this goal.

The chair has also met with both the Chief Electoral Officer and Human Resources Coordinator to discuss hiring of the elections staff. After changes to the JDs, the positions of Chief Returning Officer, Communications Officer and Events and Logistics Officer, have been uploaded to the AMS recruitment website. Once hiring is completed the CEO will come to the HR committee to go over the hiring process, explain their choices in candidates and work with the committee to present the appointments for final approval by AMS Council.

## **Works Completed**

As of now the committee has decided upon its list of goals for the year, all of which are included below.

### 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	November 2019
2	Develop strategies to help increase the diversity and number of student applicants	Strategic Long Term	Membership Request  Suggested in transition report	February 2020

3	Review hiring process for appointees in Code (Section IX C, Article 2(8)) and possible changes	Specific Short Term	Membership Request	Early March 2020
4	Review transition process for student governance and service positions	Strategic Long Term	Membership Request	January 2020
5	Work to fill advisory board	Specific Short Term	Code	November 2019
6	Review AMS Health and Safety Policy	Strategic Long Term	Membership Request	Jan 2020
7	Review Exec compensation	Strategic Long Term	Membership Request	Feb 2020
8	Review Committee Chair Pay	Strategic Long Term	Membership Request	March 2020
9	Review election procedures and staff	Strategic Long Term	Membership Request	Jan 2020

Overall, this concludes the human resources committee report for October. If you ever have any questions feel more than free to contact me.

Sincerely,

Riley Ty, Chair