

**March Report of
AMS Human Resources Committee**

Chair: Riley Ty

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March 31, 2020

Dear Council,

At the time of this report, the HR committee has met approximately ten times since our September appointment and the following report is a summary of our activities during the month of March. However, please be aware because of the Covid-19 situation there were a few delays and we were only able to meet once and the remainder of our work was pushed to April. As always, if you have any questions, concerns or suggestions, you are more than welcome to contact myself or drop by at an HR Committee meeting.

1. Works in Progress:

The main point of this meeting was to review all executive support staff Job Descriptions (JDs) prior to the beginning of hiring. As such, please refer to the works completed section.

However, please note that the committee is currently conducting hiring for the positions of Ombudsperson, Chief Electoral Officer and Speaker of Council and encourages any interested applicants to apply. Also, it has been brought to our attention that the process for updating JDs of incumbents, may be inefficient as minor changes (i.e. title change) require the approval of the committee and council in order to be approved. As such, the committee will be working with the Clerk of Council, the HR department and executive to address this area of note.

2. Works Completed:

During our meeting in March, the committee reviewed all JDs for the student support staff under the Administration, Presidential, External and Academic and University Affairs portfolios. After a lengthy discussion and addressing any questions or areas of note, the committee approved all JDs except for the position of Policy and Research Commissioner because it had a typo that said that role was permanent however, once corrected the committee is likely to approve the new JD. A highlight of this session is the creation of the new Associate, Equity and Inclusion position under the Presidential portfolio. The main objective of this position is to address areas of equity, diversity and inclusion with the AMS and work with on campus partners and all portfolios to make the AMS an overall better and more inclusive environment. Given that information, the committee will be motioning for AMS council to approve the JD as presented and hiring will begin shortly.

Overall, this concludes the monthly report! Thank you and stay tuned for the April Report in which we will be addressing code changes, hiring, executive pay and more!

Sincerely,

Riley Ty, Chair