

TERMS OF REFERENCE

TITLE: EXECUTIVE COMMITTEE

STATUS: A standing committee established by the Bylaws

PURPOSE:

1. To act as a resource, review, investigative, evaluation and performance review committee on behalf of the Board of Directors.
2. To function as the Personnel Committee for the Board of Directors.
3. To hear appeals from members arising from union decisions regarding grievance, arbitration and IAC referrals.

COMPOSITION: The committee shall be composed of:

- President
- First Vice-President
- Second Vice-President
- Three (3) Regional and/or Base Hospital Representatives in accordance with Bylaw 6.02 i)
- The chairperson shall be the President

Ex Officio: Executive Director and/or designate

Quorum shall be the majority of the committee members.

MEETINGS:

1. The committee shall meet at the call of the President, or as directed by the Board of Directors.
2. Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

AUTHORITY: Subject to the Board of Directors approval, is responsible for the designated duties and responsibilities as outlined.

Acts as resource, review, investigative and evaluation committee to the Board of Directors as assigned.

The committee acts on existing policy and/or directives from the Board of Directors.

DUTIES AND RESPONSIBILITIES:

Acts as an advisory committee to the Board of Directors on specifically designated subjects, and reports to the Board of Directors:

1. The Executive Committee listens to appeals made by members regarding decisions to file a grievance, withdraw a grievance, settle a grievance with less than the proposed redress of the grievance and/or whether a grievance should be withdrawn from arbitration.
2. To develop and update processes to measure the Executive Director's performance.
3. The Executive Committee shall conduct the annual performance evaluation of the Executive Director.
4. The Executive Committee shall function as a personnel administration committee for the recruitment/selection of out-of-scope personnel.
5. The committee reviews reports, documents, etc., and makes recommendation to the Board of Directors when appropriate.
6. Acts on assignment from the Board of Directors.
7. All committee meeting minutes must be submitted to the Regina office within ten (10) days of the meeting.

FUNDING: Members shall be reimbursed as per SUN policies.