STANDING COMMITTEES OF THE BOARD

HUMAN RESOURCES COMMITTEE
TERMS OF REFERENCE

ARTICLE I: GENERAL

1.1 General Terms. The General Terms of Reference for Committees ("General Terms") are incorporated herein by reference, except as otherwise provided herein.

1.2 Purpose. The primary purposes and functions of the Committee are to:

(a) Ensure that the hiring practices and human resource policies of the Calgary Classical Academy support the mission, purpose, and philosophy as expressed in the charter documents of the Academy.

(b) Assist the Board with all matters relating to human resources of the Academy.

ARTICLE II: INTERPRETATION

2.1 Defined Terms. In these terms of reference, unless the context otherwise requires

(a) "Terms of Reference" shall mean these terms of reference of the Committee; and

(b) "Committee" shall mean the Human Resources Committee established by the Board.

ARTICLE III: MEMBERSHIP

3.1 Composition. The Committee shall consist of up to seven (7) members ("Committee Members"), including a minimum of three (3) Directors.

3.2 Committee Chair. The Committee shall have a chair ("Committee Chair") appointed pursuant to the By-laws. In the absence or vacancy of the Committee Chair, the members of the Committee

shall elect one of their number to act as Committee Chair for the time being. For the avoidance of doubt, the Committee Chair must be a Committee Member.

ARTICLE IV: MEETINGS

4.1 Frequency. The Committee shall meet at the call of the Committee Chair.

ARTICLE V: POWERS AND DUTIES

5.1 Specific Responsibilities. In carrying out its mandate, the Committee shall:

(a) Make recommendations to the board of directors relating to the selection, hiring, and compensation of the Superintendent;
(b) Participate in, and make recommendations to the Superintendent relating to, the hiring of the Academy's Principal(s);
(c) Provide final approval for the hiring of the Academy's Principal(s);
(d) Advise the Board concerning the establishment and staffing of senior administrative positions;
(e) Contribute to the development of the selection criteria for faculty and staff of the Calgary Classical Academy;
(f) Provide advice and input, when requested by the Superintendent and/or Principal, concerning the selection and appointment of new faculty and staff of at Alberta Classical Academy schools, including the Assistant Principal role;
(g) Together with the governance and finance committees, develop the remuneration and benefits plan for faculty and staff of the Alberta Classical Academy;
(h) Contribute to the development of a discipline policy for staff of the Alberta Classical Academy;
(i) Contribute to the development of performance evaluation criteria for faculty and staff
(j) Offer recommendations concerning proposed Professional Development programs for school faculty
(k) Provide input regarding strategic human resource planning, and advise on any human resources-focused elements of strategic planning documents;
(l) Advise on the establishment and maintenance of a positive workplace culture;
(m) Contribute to the development of volunteer policies and practices;
(n) Develop policy recommendations for the Ministry of Education, in concert with other school boards, to improve the training and recruitment of teaching faculty.

Approved: 30 April 2024